



TEEN EDITION

Crew Signup Information

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Crew Applications due by **Monday, November 4 by 5pm.**

Performance dates are January 31, Feb 1 & 2, 2025.

Read everything and fill out the Google form as soon as possible. Make sure that your parents have read it with you and agree to all the commitments as well. If you have any questions please email Ms. Phillips or Ms. Stuhff.

There will be a **\$25 show fee** to assist with costs of the show. Please contact Ms. Phillips with any questions or concerns.

STEPS TO SIGNUP FOR CREW

- 1- Look at the rehearsal calendar on page 5 with your parent/guardian so you can notate any conflicts you may have.
- 2- Read through the company contract & student and parent agreement on pages 3 & 4.
- 3- Fill out the crew signup form [HERE.](https://forms.gle/vPHsMNy65fAPVnLr6) (<https://forms.gle/vPHsMNy65fAPVnLr6>) or scan



this QR code:

Crew Positions:

- **Stage Manager:** This person will be the key assistant to the director and serve as the liaison between cast and directors. They will prepare a prompt book that will contain all contact information, blocking notation, light and sound cues, scene changes and anything else necessary for the production. The stage manager will be responsible for tracking company attendance, messages to directors, daily rehearsal reports, and during performances will call cues for the board ops.
- **Stage Manager:** Typically filled by two people. ASMS assist the SM in their duties.
- **Stage Crew:** In charge of all the stage details during full rehearsals and performances, building and moving set pieces as needed during rehearsals/performances.
- **Master Carpenter:** In charge of the stage crew and directly corresponds with the technical director to distribute jobs and assist the stage crew.
- **Props Crew:** In charge of the gathering/building and cataloguing of all hand props and keeping them organized backstage, making sure they are ready for the performers.
- **Props Manager:** In charge of the props crew and the general upkeep/repair/building of production props.
- **Light Crew:** Assists with all lighting needs of the show. Often a good role for students committed to theatre but who don't have as much time to spare in their calendars. However, they must commit to tech week and performances, as all crew roles must.
- **Master Electrician:** In charge of the those assisting with lighting, programs light cues, and acts as the light board operator. This person will preferably be someone currently enrolled in Advanced Theatre Tech II-IV or Varsity Theatre. May have another role earlier in the rehearsal process.
- **Sound Board Operator:** Helps program sound cues and runs the sound board. May have another role earlier in the rehearsal process. This is often considered the most difficult, yet perhaps most important role in the show.
- **House Crew:** In charge of media releases and PR, gathering head shots and bios for the program, distributing programs, 'Good Show' wishes, lobby display, showing patrons to seats, and taking tickets. May have another role earlier in the rehearsal process.
- **House/Publicity Manager:** In charge of the house crew and coordinates house opening or delays with stage manager. This person is also in charge of marketing and social media advertisement. May have another role earlier in the rehearsal process.
- **Costume Crew:** In charge of gathering/building of production costume pieces and keeping them clean/organized backstage. This may involve cutting fabric and sewing.
- **Costume Manager:** In charge of the costume crew and the general upkeep/repair/building of production costumes. (Position must be in costume class.)

BHS FALL SHOW COMPANY CONTRACT

Respect

As a part of this cast or crew, you are part of a TEAM. Your work ethic, attendance, and performance affect EVERYONE on this team.

- Take your attendance and preparedness seriously. Have your script and a pencil at EVERY rehearsal.
- Take care of your props and costumes. Put things away correctly. Don't touch things that you do not personally need to use.
- Put away all cell phones.
- Follow instructions from directors and stage managers without complaint.
- Listen and take notes thankfully.
- Clean up after yourself!!!
- Consistent displays of disrespect for rehearsal space or other company members will result in your removal from the company.

Attendance

Throughout the entire audition and rehearsal process, you are allowed (per show):

- **Excused Absenses**
 - A rehearsal is only excused if the conflict is listed on the conflict schedule turned in **before auditions**. (please see calendar on the back of this form)
 - All absences must be communicated to Ms. Phillips AND the stage manager prior to the day missed.
 - If you feel that you have a situation that warrants additional time away from rehearsal, please list the conflicts and the reasoning on your conflict schedule. Directors will discuss options with you.
 - The last week of rehearsals and performances CANNOT be excused.
- **1 unexcused rehearsal (2 hours of time)**
 - Still must be cleared **in advance** with Ms. Phillips and stage manager!!!
 - This is for **emergencies** that come up - being sick, ortho appointments not scheduled beforehand, etc. not parties, concerts, and social events.
 - No Shows!!!!!!!
 - You **may not** just "forget" to show up to rehearsal.
 - 3 tardies or unscheduled early dismissals equal a no show!!!!
- Violating this attendance policy will result in your removal from the company.

Leaving strike before we are finished may disqualify you from becoming a member of future BHS companies.

Preparation for Rehearsal

We have a limited amount of time to work and prepare together. Because of this...

- You must show up to rehearsal on-time ready to work.
- You must wear appropriate clothing for the job you've been assigned.
- Communicate honestly and openly, and ask questions if needed.

STUDENT AGREEMENT

I have received a copy of the rehearsal schedule and, along with my parent/guardian, have filled out all conflicts to the best of my ability. I will schedule any necessary appointments around this schedule.

I understand that my attendance and punctuality to rehearsals is very important. I also understand that if I miss a rehearsal without sufficient notice, I will be removed from company. I also understand that if I am habitually tardy to rehearsals, I will be removed from the company.

I understand that being chosen to be a part of this production is an honor; therefore, I will make good life decisions. Drinking, smoking, drugs, violence, promiscuity, etc. are prohibited during this process. Participating in such activities can result in removal from the company.

I understand that if I miss school because of an illness, I must also contact the director before rehearsals to inform him/her of the situation.

I understand that I must be prepared to rehearse at the assigned time, which means I arrive at least 10 minutes BEFORE the rehearsal time.

I understand that my grades and school attendance affect my participation in this production. If grades persist below average and/or attendance becomes a problem, I may be removed from the company.

I understand that it is my responsibility to work out conflicts between other activities and rehearsals. I have chosen to be involved in this production and to make it a priority.

I understand that my role as cast or crew member may be changed at any time in the rehearsal process for the good of the production.

PARENT AGREEMENT

I have received a copy of the rehearsal schedule and, along with my student, have filled out all conflicts to the best of my ability. I will schedule any necessary appointments around this schedule.

I understand that my student's attendance and punctuality to rehearsals is very important. I also understand that if my student misses a rehearsal without sufficient notice, they will be removed from the company. I also understand that if they are habitually tardy to rehearsals, they will be removed from the company.

I understand that being chosen to be a part of a production is an honor; therefore, I will help my student make good life decisions. Drinking, smoking, drugs, violence, promiscuity, etc are prohibited during this process. Participating in such activities can result in removal from the company.

I understand that if my student misses school because of an illness, I must also contact the director before rehearsals to inform him/her of the situation.

I understand that my student must be prepared to rehearse at the assigned time, which means they must arrive at least 10 minutes BEFORE the rehearsal time.

I understand that my student's grades and school attendance affect their participation in this production. If grades persist below average and/or attendance becomes a problem, they may be removed.

I understand that it is my student's responsibility to work out conflicts between other activities (including appointments) and rehearsals. My student has chosen to be in this production and to make it a priority.

I understand that my student's role as cast or crewmember may be changed at any time in the rehearsal process for the good of the production.

I understand that I am to make sure that my student has transportation when the rehearsal is over .

I understand that as time draws nearer to performance date, rehearsals may go beyond the scheduled rehearsal times.

TENTATIVE Crew Calendar

Some of these dates may not be on the final calendar. **Please note any dates you have a known conflict and write on your crew Google form.** Not every company member will be required to be at every rehearsal/crew call. Company members will be given a final rehearsal schedule at the company meeting.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 3	4 Crew forms due by 5pm	5	6	7	8	9
10	11	12 Company Meeting 4:45-6:30 Choir Room MANDATORY	13	14 Crew Call 4:45-6:30	15	16 Crew Call 9:30-12
17	18 Crew Call 4:45-6:30	19	20	21	22	23
24	25	26	27	28	29	30
Dec 1	2 Crew Call 4:45-6:30	3 Crew Call 4:45-6:30	4	5 Crew Call 4:45-6:30	6	7 Crew Call 9:30-12:30
8	9 Crew Call 4:45-6:30	10 Crew Call 4:45-6:30	11	12 Crew Call 4:45-6:30	13	14 Crew Call 9:30-12:30
15	16 Crew Call 4:45-6:30	17 Crew Call 4:45-6:30	18	19 Crew Call 4:45-6:30	20	21
22	23	24	25	26	27 Optional Crew Call 11-4	28
29	30 Optional Crew Call 11-4	31	Jan 1	2 Optional Crew Call 11-4	3 Optional Crew Call 11-4	4
5	6 Bootcamp 9:30-4:00	7 Bootcamp 9:30-4:00	8	9 Crew Call 4:45-6:45	10 Crew Call 4:45-6:45	11 Crew Call 9:30-4:30
12	13 Crew Call 4:45-6:45	14 Crew Call 4:45-6:45	15	16 Crew Call 4:45-6:45	17	18 Crew Call 9:30-4:30
19	20 Crew Call 4:45-6:45	21 Crew Call 4:45-6:45	22	23 Crew Call 4:45-6:45	24	25 Crew Call 9:30-4:30
26 Sitzprobe 1pm-done	27	28	29	30	31 Performance 7pm	1 5pm CALL 7pm SHOW
2 12:00 CALL 2:00 SHOW STRIKE AFTER	Tech Week. All must attend with no exceptions . Dinner will be provided for you. Be sure to wear all black, but most importantly for performances Jan 31 and Feb 1 & 2. End time is uncertain, so students will call/text parents 20 minutes before end time.					