

Technical theatre Application Due Aug 22, 2025

Name _____ Grade _____ Cell Phone # _____

Parent/Guardian Names _____ Their phone # _____

Past technical theatre experiences _____

Conflicts between Feb 17 and April 18 No work over spring break) _____

Tech leads/crew requires independent work, responsibility, and initiative. You must be self motivated and be able to work with other people. Please ensure you are willing to take on these jobs. Some jobs may require you to work outside rehearsal hours.

Please rank your **top 3 choices**. Cross any out that you absolutely do not want to do. Interviews will take place for Crew heads/designers and crews. Feb 11/12

Designer/ Crew Heads- priority will be given to students enrolled in technical theatre

- ☐ **Makeup/hair** Design- Decide on hair styles, makeup designs for characters. Work with makeup crew to ensure actors are able to get ready for show
- ☐ **Props Designer**- Create a props list and work with props/construction crew to build, find/borrow needed props, keep props organized during show, return items when show is over. You will also work with set designer as needed. This show does contain a lot of props
- ☐ **Sound designer**- Create and implement sound designs, mic schedule, and script with cues. Work with sound operator (if different person) to ensure smooth running of mics. Responsible for care and storing of mics.
- ☐ **Publicity Crew Head**- Help design publicity, social medial- posters and distribute. Help plan publicity events- parade, performances, etc
- ☐ **Technical director**- Work with designers to build and paint set. Ensure deadlines are met. Oversee construction. This person absolutely must be in tech theatre. WE have hired a professional set designer.
- ☐ **Stage manager/assistant**- takes role, keeps track of blocking, director's right hand person. **Must attend all rehearsals**. Runs show the week of the performances. Must be organized, handle stress well, and be able to multitask and stay focused.
- ☐ **Costume Lead**- organize costume crew. Create and pull costumes. Keep costumes organized. Return and wash all costumes at end

Tech Crews:

- ☐ **Running (stage) crew-** attendance at all tech/dress rehearsal days- set props, stage, fly system, set pieces. Reports to stage manager. This show will need minimal running crew.
- ☐ **Props crew-** Collect/find and organize props for show with props designer. Return all props when show is over.
- ☐ **Lighting crew-** Help focus, set cues and run lights. Design/focus will occur prior to dress rehearsals. This crew will help run board and spots. Reports to Lighting Designer
- ☐ **Sound crew** – Finding sound cues, setting up microphones, sound plots. Help run board. Reports to Sound Designer
- ☐ **Costume Crew-** Work with costumer to create, organize, and return costumes for show.
- ☐ **Publicity Crew-** Work with publicity designer/lead to publicize show. This may include hanging poster, working on parade, setting up publicity events. Reports to Publicity Crew Head.

Please note there are work days built into schedule that you should attend.

Show Contract Policies

Please read each of the following policies carefully. You and a parent/guardian should initial each policy after reading. THIS SHEET MUST BE TURNED IN AT THE TIME OF YOUR Application, it will not be accepted before and you will not be considered without it.

By applying I state that I understand and agree to the following:

- ☒ I have reviewed all the information on the application and this contract and I agree to abide by them.
- ☒ I understand all decisions of the directors are final.
- ☒ I will be at all scheduled rehearsals and meetings unless otherwise arranged with the director.

Student Name (Print): _____
Signature: _____ Date: _____

Parent or Guardian:

- ☒ I have reviewed the show contract with my student.
- ☒ I agree to abide by the policies and to support my student in abiding by them.

Parent / Guardian Name (Print): _____
Signature: _____ Date: _____
Email _____

Show Contract Policies

Please read each of the following policies carefully. You and a parent/guardian should initial each policy after reading. **THIS SHEET MUST BE TURNED IN AT THE TIME OF YOUR AUDITION**, it will not be accepted before and you will not be permitted to audition without it.

Parent
Initials

Student
initials

Eligibility

To be eligible to attend or participate in rehearsals, performances and tech days, students must:

- Must be passing at least five classes to participate in rehearsals or performances
- have no outstanding detentions past one week of assignment
- Avoid disciplinary issues at school
- Students must attend at least **4 out of 7** school hours to participate in any rehearsal or performance.

Important Attendance Rules:

- If a student is absent due to illness, they must be **present during the afternoon** of that school day to participate in activities.
- Students **must attend the entire school day after any matinee performance** to remain eligible for the **Friday, Saturday, and Sunday shows**.
- Students are also **expected to attend school on the Monday following the performances**.

Rehearsal Expectations and Schedule

- **Standard Rehearsal Times:** Most rehearsals will run from **3:15-5:30/6pm and evenings the last two weeks. Tech work times will vary.**
- **Rehearsal Days:** Typically held on **Monday, Tuesday, Wednesday, and Thursday** until November.
- **Additional Rehearsals and tech time:** Some **Saturday** rehearsals may be added at the **director's discretion**—possibly with short notice.
- **Production Weeks:** Rehearsal times will be **extended** during the **week before production and production week**.

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Conduct Expectations

- No phones on stage or during dress rehearsals/shows.
- Students must be focused and responsible during rehearsals
- Immaturity or distractions will not be tolerated..

Conflicts/schedules:

- rehearsal schedules will be shared during the first week, students will not be scheduled for every rehearsal, but they are expected to **stay until the end** of any rehearsal they are called for.
- All conflicts (monthly, one-time, and non-recurring) must be listed on the audition form.
- Students involved in other school activities must attach a schedule of practices, rehearsals, games, or performances that span from auditions through show dates.
- Only listed conflicts will be excused.
- Any conflicts not submitted in advance will not be excused unless prior arrangements are made with the director.
- 2 unexcused absences or no show at rehearsal will result in dismissal.
- **No conflicts will be accepted the final two weeks of rehearsal without prior arrangement.**
- **Rehearsals will be held for extended hours the last two weeks and all cast and crew members are expected to be fully available and committed during this crucial time.**

Director must be notified of any lateness or absence in advance.

Strike – Sunday after the last performance

- Immediately following the final performance on Sunday Strike will take place.
- All cast and crew members are required to attend.
- Strike typically lasts 90 minutes to 2.5 hours and includes tearing down the set, cleaning, and organizing.

Absences and Tardiness Policy

- **“If you’re early, you’re on time. If you’re on time, you’re late.”**
Rehearsals will begin **promptly at the scheduled time**, so students should arrive a few minutes early to be ready.
- Please ensure your student arrives on time and is picked up promptly after rehearsal.
- **Tardiness:** Repeated lateness shows a lack of commitment and may impact a student’s participation in the show.
- **Unexcused Absences:**
Any student who accumulates **two unexcused absences** may be **dismissed from the production** at the director’s discretion.
- **Excused Absences:**
Absences due to emergencies or unforeseen circumstances may be excused by the director. **Clear and timely communication is required.**
- **Communication:**
If a student is running late or unable to attend, **please contact the director as soon as possible.**

Financial Obligations

The directors strive to **keep participation costs as low as possible**, but there are a few necessary expenses:

- **outfits-** tech crew running the show are expected to be in all black during dress rehearsals and performances. NO exceptions
- **Optional Items:**
Students may choose to purchase a **show t-shirt** if they wish.

Dismissal Policy

You may be dismissed for:

- Excessive absences/tardies
- low academic grades
- In-school or out-of-school suspensions
- Not learning lines or following expectations
- Use of illegal substances (alcohol, drugs, vaping)
- Negative behavior toward cast, crew, or directors (including social media)
- Violating school rules as outlined in the ACHS Student Handbook

Consequences of Dismissal or Quitting after cast list is posted:

- **Ineligible to letter in theatre that year.**
- **Banned from the next production.**
- **Ineligible for academy awards.**

All participants are expected to contribute positively to a **safe, respectful, and productive environment**. Failure to do so may result in removal from the production.