



Cueing Committee Instructions

Thank you for being a part of the Cueing Committee! Here is a timeline and information you will need to do this job. This committee works exclusively at the theatre. You must be able to commit to one dress rehearsal and 3-5 performances. You can expect to spend about 25 hours on this committee.

GENERAL COMMITTEE JOB DESCRIPTION

The cueing committee is responsible for following along in the script and making sure the actors get to the stage at the right time. They are also responsible for keeping the backstage hall and dressing rooms quiet and calm.

RESPONSIBILITIES

- The cueing committee should attend a designer run thru and must attend tech rehearsals and performances.
- Committee members should arrive at the theater promptly at the actors' call time, 1.5 hours before the show starts.

DESIGNER RUN THRU

- Crew members attend a rehearsal at the PYT studios
 - This is an important chance to see the show, understand the order of scenes and songs, as well as develop an understanding of the actors and their roles in the show.

COMMITTEE MEETING

- This is the first day in the theater, following the Safety Talk, Judy Robe Ceremony and general welcome to the theater.
 - It is a chance to become familiar with the layout of the theater and dressing rooms

DRESS REHEARSALS

- These are the two rehearsals where we run the show in full show conditions: lights, sound, costumes, props, sets, and without stopping (unless it is for safety reasons)
- You will be running the show just like a performance. One cuer will be "on-book" following the script and sending the other cuer, the "runner", to get the actors needed for each scene.
 - Note that cast members are assigned to specific dressing rooms. The roster for each room is taped to the door. When looking for specific actors, the runner should check the dressing room first, and if the cast member is not there, check the green room second.
- Cuers must pull two chairs from the mic room and place them in the hallway against the window (the producers can show you the location). Please do not leave these chairs unattended in the hallway once they are out, per Mountain View's fire safety code.
- Cuers must retrieve the SCRIPT (the producers will have it at their table in the Green Room).

- Please help to keep the hallways clear and quiet. Actors should never be running, and they shouldn't be wandering around or "hanging out" in the hallway. Please send them to the big green room.
- Note: There may be times when the cuers are needed to help the dressers with fast costume changes or the hair and makeup committee with fast wig or makeup changes. IF this is the case, they will touch base with you beforehand.
- Before you go, please return the chairs to the mic room, bring the script back to the green room, and place your badge back in the badge holder.

PERFORMANCES

- Cuers will arrive at the theater at the actors call-time-1.5 hours before the performance.
- Thirty minutes before the show begins, cuers must pull two chairs from the mic room and place them in the hallway against the window (the producers can show you the location). Please do not leave these chairs unattended in the hallway once they are out, per Mountain View's fire safety code.
- Twenty minutes before the show begins, cuers must retrieve the SCRIPT (the producers will have it at their table in the Green Room).
- One cuer will be "on-book" following the script and sending the other cuer, the "runner", to get the actors needed for each scene.
 - Note that cast members are assigned to specific dressing rooms. The roster for each room is taped to the door. When looking for specific actors, the runner should check the dressing room first, and if the cast member is not there, check the green room second.
- Please help to keep the hallways clear and quiet. Actors should never be running, and they shouldn't be wandering around or "hanging out" in the hallway. Please send them to the big green room.
- After the last cue has been called, cuers are dismissed. Before you go, please return the chairs to the mic room, bring the script back to the green room, and place your badge back in the badge holder.

THANK YOU FOR VOLUNTEERING!!