

### Large Sets/Props/Backstage Managers

**Note:** The number of members for the **Sets, Props and Backstage Managers** will be determined by each particular show (some shows have lots of props, some not so many, etc.). The Producer will work with the Director to understand how many people are needed on each committee. These committees will also need to all be present quite a bit during technical week and performances, please ensure availability! **We will ALWAYS need HELP backstage!**

#### Large Sets: 2-3 committee members.

- **Sets are usually delivered to the school on the Monday of Technical Week. Please note this on your calendar as well as communicate with producers/Studio East on what day and time for delivery.** Studio East will usually bring them up at about 4PM and you need to be present to help unload, setup on stage, etc. Play Producer will be there as well on this day.
- Find out from the producers and/or school administration where sets are to be stored.
- This is dependent on how big and bulky they are. They can usually be left on stage between the big door and the curtain. They just need not be in the way of the Music Class or lunch room.
- **At least one person will need to attend each technical rehearsal (the ones that sets are being used) to help with set up and take down.**
- Please make sure to be available after school on the first performance date to help with set up. Sets will remain up until the end of the final performance on Saturday evening.
- Breakdown and move set to storage at the end of last performance.
- You will coordinate with the Producer(s), the Costume Committee and Studio East to have all the Studio East supplies picked up after the performances. Play producer will be setting up the arrangements with Julia this year.

***Sets are already constructed - no need to build anything.***

#### Small Props: 2- 3 committee members.

- Play producer and Julia will arrange the date when Julia picks up the props, but please be available to help unload props when they are being delivered by Studio East. The play producer will be sure to let you know when the date will be. They will be stored in the PTSA closet.
- **Attend tech rehearsals/week leading up to performances** (the ones that props are being used).
- Set up two tables backstage near the stage entrance and organize props for performers to pick up and drop off between scenes.
- Craft paper can be taped to tables. Draw outlines of props or label where they go, so they can be returned to the same place each time and so it is easy to spot if one is missing.
- Keep track of props. They should be returned to the table between scenes/use, so they don't get damaged or go missing.
- Pack up props and return to storage between rehearsals.
- Be available after school on the first performance date to set props up. They will remain set up until the end of the final performance
- **1 prop committee member must be available at each performance to ensure all props are present before the show and to resolve any last minute prop issues.**
- Collect and move props to storage at the end of the last performance and make an appointment to return them to Studio East. Make note of any damages or repairs needed and let Studio East know so they can be fixed before the next school uses them.

*Props are provided by Studio East, but committee members may be required to arrange for the purchase of a few extras as needed.*

**Backstage Managers: 2 Committee Members**

- **Attend all technical rehearsals and performances (can alternate).**
- Ensure kids are quiet backstage and prepared, paying attention to their cues, etc. May need to take students up to the 4<sup>th</sup> grade pod upstairs prior to each showing as they tend to get very excited and LOUD, which picks up on the sound mics set up. Can do hair and makeup touch ups while waiting to head down for performances.
- Help prop, costume, set committees as needed.
- We will also need extra volunteers to help switch out sets during performances this year since there are a LOT of different scenes. If you are interested in doing this, please let the play producer know. Basically just following along and knowing when to take the scenes and change them so the cast doesn't have to.
- Should be familiar and be able to follow along the script and know what is happening when in the show to be able to coordinate a smooth run of show. If you don't receive a script, please ask for one as the producers will be happy to print one off for you. Or you can use your students' script as well.