Tech Tuesday Crew Club & General Crew Agreement

Must be completed by those not in Tech, Varsity, or Musical Theatre Class, or Cast\Crew of those classes' major productions. (Tech, Varsity & MT are welcome without redundant Agreement and Fee)

Tech Crew Club Meets most Tuesdays 2:25-4:30
(unless in Tech Rehearsal for current production)

Club Fee - $50
DUE BY 1st SEPT MEETING

- To be put toward scripts, supplies, building materials, tools, props, costumes, sound and lighting maintenance, royalties, meals and snacks, and more.
- **As a thank you for this contribution, each theatre student will receive a 26-27 Theatre or Tech T Shirt while supplies last!**

- Google Classroom Code: naeyewl
- Remind for Actors: @skgth
- Remind for Techs: @skgtechthr
- Social Media
  - Parents and Students- Please follow us for all kinds of info @skg_theatre !

Opportunities

• SKG's Lip Sync Battle	(Auditions August 20th)	August 28	6:30pm-9:00
• Once Upon a Mattress- One Act	(Auditions due August 13)	October 8	6:30pm-9:00
• Once Upon a Mattress- One Act at Buford HS		August 24	TBD
• Short Play Fest- BLUE Show		November 12	4:30-7:00pm
		November 13	6:30-9:00pm
• Short Play Fest- GREY Show		November 19	4:30-7:00pm
		November 20	6:30-9:00pm
• Thepian Inductions Ceremony & Luncheon Showcase		December 18	12:30-4:30pm
• Once Upon a Mattress- Full Length		January 14 and 21	4:30-7:00pm
		January 15 and 22	6:30-9:00pm
• Seckinger's Broadway BOUND!	(Auditions February 25)	March 12	6:30-9:00pm
• Arsenic + Old Lace (tix $9)		April 15 and 22	4:30-7:00pm
		April 16, 17, 23, 24	6:30-9:00pm
• The Senior Awards Show	(Auditions March 18)	May 2	6:00-10:00pm

- Join the International Thespian Society - Induction Fee due September 4th

- You will have a chance to sign up for these positions at the beginning of each semester.
    - Keep in mind I will reward hard-working and responsible students with their most desired positions.
- If you would like to sign up for a position you don't know anything about, you will be paired with an experienced technician and shall be their assistant or will be assisted by Sandrew
- Black clothes (with no writing on them) from head to toe as well as closed toed shoes are required when working a show during dress rehearsals and performances.
    - Wearing of other clothes will lead to your being excused and losing credit for that show.
- You will be informed of the rehearsal and performance schedule of the show you are signed up for and are responsible for following it. The schedule will be posted.
    - If you are not present or late you may lose credit for that show.
- Working shows is a privilege and a lot of fun, but also a lot of hard work. **The entire cast, crew, and myself will be counting on you to be on time, on task, creative, innovative, safe and reliable.** Take pride in your work and give it your all!

Club & Crew Guidelines

1. Respect yourself and your potential
2. Respect your peers and their potential
3. Respect your teacher (yes, ma'am)
4. Respect your school's property
5. Respect and Protect your Theatre Community

Fundraising Opportunities and Expectations

- Single Production Program Ads - **Student receives 70% of profit to their Cuttime Account**
- Theatre Program Sponsorships - **Student receives 70% of profit to their Cuttime Account**
- **SnapRaise Online Platform fundraiser**
    - These fundraisers have had *the* most profound effect on the quality of our productions and were instrumental in the growth of our resources and program.
    - This year, we are partnering with a company that offers increased security and customer service in an effort to ease concerns and expand participation!
        - Feel free to connect with our campaign manager Amber Camp by emailing Amber.Camp@snapraise.com with any questions or concerns! She will be at our parent meeting in July.
    - All Actors and Technicians are to participate **fully** by providing **20 phone numbers** of family, family friends, parent coworkers, etc (not students or teachers at SKG). **Complete the worksheet in this contract.**
    - INCENTIVES aside from supporting your show and program:
        - Students whose names are listed as raising more than $250 will receive a **SKG Theatre T Shirt compliments of *CreativeWear*** (must have provided 20 legitimate phone numbers)!
        - Students raising $750 or more will also receive a **SKG Theatre Sweatshirt compliments of *CreativeWear*** (must have provided 20 legitimate phone numbers)!
        - The top 3 fundraisers will get to "*Pie in the Face*" (Your friend? Sandrew? YOU? It's up to you!)
- **20 Presold Show Tickets**

- Actors and Technicians are expected to sell no less than 20 tickets PRIOR to the show opening by having family, friends, church/temple community members, etc **provide your full name** when making purchases on Ludus (our ticketing platform).
- For doing so, the student will receive **2 tickets free**!

Agreements for Working Shows

ATTENDANCE

1. **The *specific* dates listed in applications will be the ONLY *excused* absences.**
    a. Actors and Technicians will attend all the rehearsals they are scheduled for (including any weekend calls) except in cases of serious illness or death in the immediate family.
    b. Actors and Technicians and their families agree to schedule appointments, birthday parties, etc., around the published schedule.
    c. Actors and Technicians are asked to remind their stage manager and/or assistant director of their upcoming absence and to ensure a smooth rehearsal by preparing another to take their place in their absence.
2. Where to find the Calendar Document
    a. Google Classroom
    b. SKG Theatre Website
3. Google Calendar
    a. You are encouraged to add our Google Calendar (link in GCR and on Website)
4. *First unexcused absence*
    a. In the event of an absence, Actors and Technicians will make every attempt to notify or remind the assistant director and stage manager and director one day in advance.
    b. Please notify the stage manager and/or assistant director if you cannot avoid an unexpected absence. Those phone numbers will be announced at the first rehearsal.
5. *Second unexcused absence*
    a. *The second unexcused absence* will result in the technician being placed on probationary status and a specific understudy will be assigned to your role by the director.
6. *Third unexcused absence*
    a. Upon the third unexcused absence, the student is excused from the cast/crew.
        i. **This includes barring from participation in any trips or competitions.**
7. 3 tardies equals one unexcused absence.
    a. **Actors and Technicians shall arrive early for all calls.**
        i. **The doors to the theatre will shut and lock at call time**
    b. Actors and Technicians should enter through the **shop** or **house right theatre door**.
        i. Due to an effort to increase security on campus, doors will be open for check in once the stage manager and/or assistant director arrive to check you in
            1. **These doors will be shut and locked at call time.** Entering after call time counts as tardy.
        ii. Please notify the stage manager(s) and assistant director(s) (TBD) if you expect to be late for a call
        iii. Please give your phone number to Assistant Directors and Stage Managers at first rehearsal
8. Leaving early 3 times equals one unexcused absence
    a. Leaving before being dismissed by the Director, Choreographer or Vocal Coach is equal to arriving late.
    b. ALL Actors and Technicians are to remain present and quiet for notes at the end of rehearsals, bringing their script, notebook, and pencil to write down notes pertaining to their work.
        i. Families understand students will be released as close to end time as possible, and agree to wait patiently as students clean up and make their way out.
            1. Calling a student from rehearsal early or before they have received all notes, cleaned up, put away costumes and tools, etc makes for a less productive rehearsal, a less successful production overall, and an unprofessional atmosphere. Your cooperation and support is truly appreciated!

9. That being said, please agree to pick up students no later than 15 minutes after the end of a rehearsal or performance. Thank you!
10. It is common in the theatre for Dress and Tech rehearsals to run a little longer than scheduled. I ask that you please plan accordingly on these days while we work toward the best possible performance. I thank you sincerely in advance for your patience and cooperation!
11. Once one is signed in for rehearsal/ tech call, they MAY NOT leave without signing out for the day.
    a. No going to Chick-fil-a, wandering around campus, etc.
    b. Failure to follow this expectation may result in an administrative referral and being excused from the cast or crew.
12. Position expectations:
    a. Stage Managers, Assistant Directors, Assistant Stage Managers and Marketing Directors are REQUIRED at ALL rehearsals and performances, including Dry Techs.
    b. All Actors are REQUIRED to attend ALL Rehearals and Performances with the exception of Dry Tech Rehearsals.
    c. All Actors are REQUIRED to attend 2 Tech Tuesdays a month.
    d. All Technicians are REQUIRED to attend all Tech Tuesdays, Tech Calls, Tech and Dry Tech Rehearsals, Dress Rehearsals, and Performances.
13. Actors and Technicians must come to calls and rehearsals "dressed out" with appropriate, non-restricting clothing and closed-toed shoes **while also following all school dress codes** or will be dismissed.
    a. A dismissal for lack of "dressing out" counts as an absence.
    b. Dressing Rooms will be open for changing at 2:20pm.

ESPRIT DE CORPS

- All students are expected to contribute POSITIVE ENERGY to the production.
    - NO backbiting, eye rolling, rude comments, etc are allowed.
        - A crew is like a team- and if it is determined someone is hindering its success, a plan may be put in place to remedy the situation.
        - Find ways to LIFT each other up!
    - Please leave outside drama at the door- only scripted drama on stage.
        - Throw yourself into what is expected of you and the world you are creating for this production.
        - Take advantage of the opportunity to step away from the troubles of the real world!
    - Alert Sandrew of negative behavior
        - This does not mean tattle on one another.
        - However, if someone's behavior is hindering your success or the success of the production, make it known to Sandrew.
        - Do NOT gossip about it backstage.
    - If parties are found to be a source of negative behavior that does not resolve itself and continues to be a source of stress for the cast and crew, BOTH PARTIES will be dismissed.
- It is NOT appropriate for an actor or technician to give another actor or technician a note.
    - Even if they request your input, *tread lightly.*
    - Focus on what YOU can do to make the performance the best it can be, not others.
    - If you have persisting concerns, speak to the AD or SM.

GENERAL GUIDELINES

- All Technicians (with the exception of House Managers and Ushers) must provide full black dress, head to toe, with no other markings aside from dark grey, to wear for Dress Rehearsals and Performances.
    - The technician's Show Shirt may be worn for this use!
- Actors and Technicians are expected to attend ALL TECH CALLS and assist in any way needed. For instance, this may mean you will be asked to build or paint, even if your position is props.

- During general tech calls, Actors and Technicians gather in the shop and await assignments.
- Students are to remain in their assigned areas.
    - Do not leave until an assigned break. If one has an emergency, they are to check with the Stage Manager or Tech Director (Sandrew) before leaving their space.
    - Students who are found in the BOOTH or COSTUME/PROP CLOSET without DIRECT PERMISSION from Ms. Sandrew MAY RECEIVE ADMINISTRATIVE REFERRAL AND DISMISSAL FROM SHOW.
    - Actors and Technicians understand that such dependability and responsibility during rehearsals will affect future audition ratings.
- Please plan ahead and bring your own snack and water to school to eat during breaks.
    - If snacks have been donated for the crew, you are allowed ONE per break.
- We are fortunate to have many parent and teacher volunteers. The expectation is for all students to be polite and respectful to these kind individuals. Please always greet their requests with a "yes, ma'am/sir" and "what else can I do to help?"

BACKSTAGE ETIQUETTE

- Actors and Technicians will not eat or drink anything but water anywhere in any area of the theatre including the House and Green Room AND DRESSING ROOMS, BOOTH AND SHOP.
    - Food is restricted to outside the theater, in hallways and commons.
- Actors and Technicians will practice good personal hygiene by showering and brushing teeth daily and wearing deodorant.
- There will be no "lollygagging".
    - You are entering into a valuable position, and should treat it as such.
    - Your participation or lack thereof has a monumental effect on the production and will influence future crew selections.
    - Breaks are the only time for chatter and eating.
    - Stay focused and on task at all times for the good of the group.
- Do not congregate in the green room as it is a hallway used by all the arts
    - You may use the theatre classroom or hallway before rehearsal or during breaks.
    - HOWEVER, in doing so you agree to stack chairs, throw away trash, and take home all personal items before you leave each day.
- NO PHONES ON STAGE (INCLUDING BACK STAGE), EVER.
    - **I REPEAT- ABSOLUTELY NO PHONES OR HEADPHONES/AIRPODS DURING REHEARSALS OR PERFORMANCES. PERIOD.**
    - Phones may be locked in a locker backstage during rehearsals and performances.
    - You are expected to FOCUS and BE READY AT ALL TIMES during every rehearsal! Failure to do so will be considered in future role assignment decisions.
    - If this becomes a repetitive occurrence, one will receive an administrative referral and dismissed from the cast
- NEVER "break curtain", by cutting from the stage to the audience area, once the house is open. Go around to greet your fans after the show!
- **Guests, including family members, are not permitted backstage, EVER. PERIOD.**
    - The exception is for adult family members who volunteer to monitor or help backstage, for which they are provided one free show ticket! Thank you!
- Actors and Technicians are to handle ONLY what they are assigned to handle, unless under special circumstances.
    - For instance, only props Actors and Technicians handle props, sound handles mics, etc.
- **Please do not speak to the stage managers during light cues, sound cues, and set changes. The Stage Manager's desk is not for chit-chat.**
    - You are responsible for being alert for your own cues.
    - Stay available and in your assigned position at all times.

    - CHECK WITH THE SM OR YOUR CREW LEAD before using the restroom or taking a break.
- **Do NOT talk backstage once the house is open. AT ALL. If you *must* communicate, *whisper*.**
- All crew members must take curtain calls in complete black clothing.
- All actors must take curtain calls in full costume.
- Actors are not to visit with audience until they checked their mic back in
    - Failure to do so will result in being assigned an hour of work to be scheduled on one's own time.
- Actors must hang all costumes and clean areas EVERY DAY.
    - Failure to do so will result in being assigned an hour of work to be scheduled on one's own time.
- Once the house opens on show days, the stage manager will begin regular announcements letting you know how much time remains before curtain and giving you general cues. Remain backstage once the house is open, including intermission--no exceptions! **Actors and Technicians are not to visit with friends in the audience. Use the restroom, get a snack if needed, and return to your position.**
- Once we enter tech/dress/performances, the show is led by the Stage Manager(s). If a teacher or parent is not able to make a quick decision, WHAT YOUR SM SAYS GOES!

ACADEMIC EXPECTATIONS

- Actors and Technicians and parents/guardians understand the need for and express a commitment to each technician's maintaining passing grades and completing homework while participating in the production.
    - Being a part of the production is not an excuse for poor grades
    - NOR are poor grades and poor time management an acceptable excuse for missing rehearsals.
    - Time during rehearsal when Actors and Technicians are not directly involved should be used for homework and study. House left will be the designated area for homework and study.

SHOW HOMEWORK

- Actors agree to...
    - prepare for rehearsals at home by reading the script and scenes before each rehearsal, making notes ahead so they may "arrive with an idea" for blocking.
    - arrive at dance and vocal rehearsals prepared by having practiced any provided choreography and vocal parts ahead of time.
    - stretch, exercise, and practice vocal and dance parts daily.
    - memorize lines AND cues, lyrics, and commit choreography to muscle memory.
    - strive for an exceptional production by working at home to improve their vocal, dance, and acting performance by 25% by the time we reach Tech Rehearsals.
- Technicians agree to
    - prepare for rehearsals & tech calls/ tech tuesdays at home by reading the script, making notes and planning in accordance with their assigned position. This includes but is not limited to:
        - Props crews will build an all-encompassing prop list and make scheduled plans for acquiring/construction and map out prop tables set up for stage left and right.
        - Lighting crews will mark script for anticipated light cues and schedule to come in extra hours for writing of cues
        - Sound crews will mark script for anticipated sound cues and mic lists, build a microphone assignment list, acquire sound effects, and practice sound cues with script.
        - Marketing crews will build posts using photos and videos taken during rehearsals, create poster(s) and arrange to physically post our show poster in local businesses, churches, and schools.
        - Costume crews will design ideal costumes for each character, build a costume list for each actor and make scheduled plans for acquiring/construction, and will build and provide makeup and hair examples for actors to follow.
    - to avoid making excuses and instead suggest solutions.

- prepare at home in order to strive for smooth and professional execution of their responsibilities for the production by Tech Rehearsals

THEATRE SAFETY

- **ALL Theatre students are expected to know and follow the SKG Theatre Safety Guidelines.**
- **All Theatre students will take an assessment early in the year covering safety expectations and will be required to score 100% in order to participate.**
  - **Students will be allowed to re-test until they score a 100%.**
  - If you have any questions, please do not hesitate to contact me
- Actors and Technicians will wear all appropriate safety equipment at all times.
  - If a technician is caught without correct safety equipment, they will receive a warning.
  - At the third warning, they will be excused from the production.
- Actors and Technicians will help clean the shop, backstage areas and booth after every rehearsal/call.
  - THIS INCLUDES PUTTING AWAY ALL SUPPLIES AND EQUIPMENT TO DESIGNATED AREAS.
  - IF YOU ARE NOT SURE WHERE SOMETHING GOES, ASK THE STAGE MANAGER OR TECH DIRECTOR.
  - DO NOT LEAVE ANYTHING LYING OUT AS A HAZARD TO OTHERS.
- Actors and Technicians understand that airpods or headphones are PROHIBITED when working in the shop/theatre.
  - If a technician is caught not following this safety standard, they will receive a warning.
  - At the third warning, they will be excused from the production.
  - Actors and Technicians are encouraged to use a stereo at a safe level for all to enjoy during tech calls.

If ANY of the standards outlined in this document are not followed, students may be warned. Upon the third warning, the student will be excused from the production. ***However, the Director reserves the right to excuse a student from cast and crew without warning as they deem necessary for the good of the group.*** **Please help keep us all safe, happy, and successful!**

The Director, Stage Managers, Tech Directors and SKG Theatre Booster Club Board THANK YOU in advance for your cooperation!

Questions? Reach out on REMIND or PARENT SQUARE!
WELCOME TO OUR 2026-2027 THEATRE SEASON!

DEAR PARENTS

THE PROGRAM NEEDS YOUR HELP

WHY IS FUNDRAISING NECESSARY?

Fundraising allows our program to provide the best experience for all of its participants. This allows us to provide a best-in-class experience without passing along the costs directly to families.

WHY SNAP! RAISE?

Snap! Raise has partnered with tens of thousands of programs across the country big and small. By removing the sales of physical products, Snap! Raise has created a platform where donors can directly contribute to the program.

Unlike other fundraisers, campaign participation is measured by effort not sales. Your only requirement is to create an account and add 20+ emails.

1 EASY SETUP PROCESS

Fundraisers are typically set up in 15-20 minutes. Participants simply create their accounts, upload a photo, and add their list of 20+ emails to set up for success.

2 SAFETY & SECURITY

Participant and donor information is safe. No user information will be sold or shared in any way to any third party website for any reason whatsoever.

3 FRICTIONLESS FUNDRAISING

Snap! Raise has taken physical product sales out of fundraising. Our fundraiser can be shared with anyone with an email address anywhere.

Snap! Raise Privacy Policy

We do not sell, or otherwise transfer to outside parties your personally identifiable information. No user information will be sold or shared in any way to any third party website for any reason whatsoever.

SNAP! RAISE

CONTACT GATHERING WORKSHEET

Work with your family to gather email addresses and phone numbers for as many of the following types of people as possible. Minimum 20. Make sure to invite your parents/guardians so they can add emails for you.

- Parent/Guardian #1
- Parent/Guardian #2
- Grandma(s)
- Grandpa(s)
- Parent's Cousins
- Student's Adult Cousins
- Parent's Uncles
- Parent's Aunts
- Student's Uncles
- Student's Aunts
- Parent's High School & College Friends
- Student's friend's parents
- Family Friends
- Former Coaches
- Religious Institution /Social Leaders
- Neighbors
- Program alumni
- Businesses you have a connection to, or your parent's own or manage
- Family doctor, orthodontist dentist, lawyer etc...
- Co-workers of parents
- Employer of parents
- God-Parents
- Student's adult siblings
- Any other adult contact connected to you and your family

DO NOT INCLUDE FRIENDS OR CURRENT TEACHERS OR SCHOOL ADMIN
Your group leader will be able to tell.

QUESTIONS? VIEW THE HOW-TO VIDEO
www.snapwi.com/how-to-snap

THE MORE CONTACTS YOU GATHER THE MORE SUCCESS YOU'LL HAVE!

Your contacts are strictly private and will not be sold or shared with any third party ever.
View the Snap! Raise Privacy Policy here: https://www.snapraise.com/privacy-policy/

Tech Tuesday Crew Agreement - page 1/3

COMPLETE pages 1-4, PRINT CLEARLY, and SUBMIT to Sandrew

This agreement is made between (print student name)_____,

their parent(s) or caregiver(s) (print name)_____,

and Ms. Caroline Sandrew. Signing below signifies that the student and their parent(s)/guardian(s) have read, understand, and agree to fulfill all the expectations in the syllabus for participation in the course above.

Student's Signature: _____

Parent/Guardian Signature(s): _____

Student phone #: _____ Parent phone #: _____

Emergency Contact Name: _____ Emergency Contact Phone #: _____

THEATRE SAFETY CONTRACTS

Students agree to the following:

1. I will always think ahead and take my time when using any equipment because working safely is incredibly important and for my own good.
2. I will complete all required safety preparation activities and tests and agree to follow what is taught.
3. I will not attempt to use power machines or tools unless I have observed the teacher's demonstration, passed the safety test, and obtained the teacher's permission.
4. I understand that I must receive direct permission from Mrs. Sandrew every time I want to use equipment.
5. I will not operate the fly system or any other backstage equipment until I have been given direct permission from Mrs. Sandrew.
6. I will never go into the booth without direct permission from Mrs. Sandrew
7. I will always wear goggles when working near a saw or any other time necessary.
8. I will not endanger the safety of other students by acting carelessly or fooling around in the shop.
9. I will report any and all accidents and injuries to Mrs. Sandrew IMMEDIATELY!
10. I will follow all rules of behavior and conduct for the shop and cooperate with others
11. I understand that if I fail to follow any of these rules, I will lose the privilege to work and will be given a makeup assignment or possibly dismissed from the class.
12. I understand that Failure to adhere to ALL of these policies will result in the student's ability to use that tool being revoked, and possible prohibition from participation altogether

**Student Signature(s):_____

Tech Tuesday Crew Agreement - page 2/3

COMPLETE pages 1-4, PRINT CLEARLY, and SUBMIT to Sandrew

Parents/Guardians Agree to the following:

By signing this document, I give my permission for my child to use power and hand tools and electronics for Technical Theatre. I understand that all power machines will and must be used only under adult supervision and with adult permission only. I understand very few students will earn the privilege to use saws, and I may opt out from my child using saws. Only after the student has passed the safety tests will he or she be allowed to work in the shop. I understand that any student who is unable to behave in a safe, cooperative manner will lose his or her privilege of using the tools. If his or her behavior does not improve, the student would be banned from working in the shop. This is required so the scene shop will remain a safe and enjoyable area for all. In the event of an accident, my child will be covered by my own policy.

**Parent/Guardian Signature(s)

:_____

MEDIA RELEASE

I hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me or my child by Gwinnett County Public School staff or their designee. I understand that any such photographs, audio recordings, and/or video recordings become the property of the local school or district and may be used by the school, district, or others with their consent, for educational, instructional, or promotional purposes determined by the district in broadcast and media formats now existing or created in the future.

**Parent/Guardian Signature(s):

_____

volunteer Sign up!

We are always so grateful for those willing to share their time and talents!
Please scan the QR code and fill out the Interest Form!
We will reach out when opportunities arise for you to shine! Thank you ❤️

Tech Theatre Course Agreement - page 3/3

COMPLETE pages 1-4, PRINT CLEARLY, and SUBMIT to Sandrew by Wednesday, August 12

SNAP! MOBILE

Supporters Worksheet

Raise more to fund and support your program.

Instructions: Please list **20 email** and **20 phone numbers** of your biggest supporters below. Emails remain the primary form of communication, as they are more effective for engagement and donations. Phone numbers are ***additional to*** emails.

🔒 We do not sell or share donor information. Read our full privacy policy at www.snapraise.com/privacy-policy

Email

Phone Number