

Crew Information Packet - Shrek

www.lewisburgmusical.org

Important information at a glance:

“To Do” Checklist:

- ☐ Fill out Crew Application Form on Google Forms
- ☐ Print, sign and turn in Signature page to Mr. Walz

All materials are posted on www.lewisburgmusical.org under “audition info”

Important upcoming dates:

- Complete forms and paperwork – by November 14th
- Cast, Crew, Pit and Parent Organizational Meeting – November 21st, 6:00pm @ HS Auditorium **MANDATORY**

Show dates

February 22, 24, 25 are -MANDATORY REHEARSALS

Please note these rehearsals are extended rehearsals

February 26th: Sr Matinee 2:00pm

February 27th: Evening Show 7:00pm

February 28th: Evening Show 7:00pm

March 1st: Matinee 2:00pm, Evening show 7:00pm

March 2nd: Set strike 12:00pm

Directors’ Contact Information

Director

Mrs. Sarah Tiede

tiede_s@dragon.k12.pa.us

570-522-3212

Assistant director

Mr. Jonathan Walz

walz_j@dragon.k12.pa.us

570-523-3220 ext. 1401

Backstage Manager

Mrs Lindsey Eischeid

eischeid_l@dragon.k12.pa.us

570-522-3212

Pit Orchestra & Tech Crew Manager

Mr. Daniel Schwanger

schwanger_d@dragon.k12.pa.us

570-523-3220 ext. 1404

Crew Information- Available crews and requirements

Build Crew: Unlimited

Job Description: Depends on your skill level - Painting sets, building, designing, creating props. Use of power tools may be involved.

Time Requirement: Set builds are on Saturdays in January and February. We ask for, but aren't limited to 2 hours a Saturday for a total of 4 Saturdays.

Costume Crew: Number of students is dependent on the types of costumes needed

Job description: Depending on your skill level - design and create costumes, sew buttons, cut fabric pieces, Sew simple repetitive patterns, sew difficult patterns. There are many options to involve all skill levels.

Time requirement: Depends on your skill level- flexible- Must meet show deadline with costume creations

Tech Crew: 4-6 students ONLY

Job description: Running lights, sound, spot lights, troubleshooting electrical issues, creating sound effects, lighting effects, and working on general creation of the musical set and production.

Time requirements: last month of production are heavy 4 nights a week 2-3 hours a night, including a Saturday Tech day (calendar is posted online). Prior to the last month it is prep work as needed, and programming as needed. This time will be set by the Tech director, Mr. Schwanger. Approximately 2-4 hours a week

Run Crew: 8-12 students ONLY

Job description: choreographing the movement of set pieces for upcoming scenes, managing the ropes/curtains, handling props, re-setting the stage after rehearsals, preparing the stage for performances, general stage cleanup and maintenance. Run crew will have tasks to complete during intermission and at the end of performances - please plan to work during these times despite the cast having downtime.

Time requirements: The last 5 weeks of the rehearsals you should anticipate a minimum of 4 rehearsals a week 2-3 hours a night. Including a Saturdays (see calendar posted online). **Run crew members must be able to attend tech week, and all performances.** *It is ideal if run crew members are also a part of the build crew.*

Makeup/Dressing room crew: 3-6 students

Job description: helping to apply difficult makeup looks, setting up and cleaning up the makeup room, Helping with difficult changes backstage (if needed) helping with the maintenance and cleanup of costumes after every show.

Time requirements: the last 2 weeks of the show you should expect to be there every night for 2-4 hours (see calendar online)

Failure to comply with job description or time requirements will result in dismissal from the crew.

We need everyone doing their job to keep the whole operation running smoothly. Please be present, we need you!

If you absolutely want to be a part of our show consider auditioning to be on stage as an actor. Crew placements are more limited than acting placements

General Production Information

The spring musical is a major extracurricular activity that will require a considerable amount of your time and energy. Careful attention must be given to your employment, extracurricular and academic schedules when considering participation in the spring musical.

School Guidelines and Policies

All school guidelines and policies will be enforced throughout the production including:

District Activity Fee: All cast, pit orchestra, and crew members are required to have paid their district activity fee to be eligible for the spring musical production.

Academic Probation will result in dismissal from the production.

Alcoholic Beverages are not allowed. Violation of this will result in immediate action according to school board policy. The parents of the offending student will be notified and school officials will also be notified.

Drugs are not allowed.

Smoking is not permitted at any time on school property.

Use of school facilities: During production rehearsals, the only areas inside the school that you are allowed to use are the auditorium, music rooms and rest rooms. All other areas are off limits unless the directors give special permission. You are expected to abide by the same rules that are in effect during regular school hours concerning the use of school facilities.

Remember that once a part of the cast you are a representative of all those associated with the spring musical. Your behavior and attitude should be dictated with this in mind.

Attendance Requirements and Absences

Attendance at rehearsals is essential to our success. We are an ensemble cast that will depend on each other to succeed. Our schedule is very condensed and as a result laden with essential content. The directors understand that occasions do arise that could require your absence from rehearsal, at which time the directors will be as flexible as possible. However, this flexibility of schedule is a two-way street. There are circumstances that are beyond our control that will affect the schedule, please be understanding when we have to change the schedule.

If you are repeatedly absent you will be dismissed from the production. **No excuses or absences will be permitted during the week of dress rehearsals and productions. Even one missed rehearsal during this week will result in your dismissal from the production and a substitute will assume your role.**

Examples of Excusable Absences: Medical emergency or serious personal injury, death in the family, absence from school the day of rehearsal. If in doubt, you should speak with a director in advance (when possible).

Examples of Inexcusable Absences and tardiness, but are not limited to: work, oversleeping, transportation not arranged, extended family vacations, birthday parties, shopping trips, baby-sitting, etc.

What to expect

For this year's production, leads will rehearse three to four times per week, two or three hours per rehearsal. Chorus members will be required to attend fewer rehearsals than leads. All cast members should anticipate occasional Saturday AM rehearsals. Crews usually begin in February. **The week prior to production, as well as the week of the production, are usually extended rehearsals. Be sure your parents/guardians understand this before they sign your permission slip.**

Patrons Ads

Every cast member will be expected to sell patron ads for the musical program. These patrons help fund the various items for the production including costumes, make-up, programs, and scenery materials. If sufficient funds are not raised through patron ads, you may be asked to contribute towards the cost of the above-mentioned items. We, as directors, do our very best to keep costs minimal, but the musical budget only stretches so far. Your selling of patron ads is crucial to the success of the production.

Each cast, crew and pit member are **REQUIRED** to secure sponsors in order to participate. Cast, crew and pit members can receive their show t-shirt for free by collecting & submitting \$50 in PATRON ADS, otherwise the t-shirt must be purchased. Also, each cast, crew and pit member can receive their t-shirt with their name on the back of the t-shirt by collecting \$75 in PATRON ADS

Parental/Guardian Involvement

If any parent/guardian has concerns and wishes to read the script prior to auditions please notify one of the directors as soon as possible.

Parents play a very important part in the success of the production; in fact, we will be counting on it! At the Organizational Meeting parents/guardians will be able to volunteer their services for various committees and crews Crews include:

- Ticket sales- box office
- Food team- Gathering food, beverages and paper goods. Feeding musical team during tech and show week
- Costumes- Gathering from thrift stores, shopping, cutting fabric, altering, if skilled: sewing and alterations.
- Props- finding and Gathering items needed in the show
- Set build- Saturday build and paint sets- ALL SKILL LEVELS NEEDED! Many hands make light work Volunteer your friends!
- Public relations- Poster distribution, contact newspaper, CATV 8, set up radio and newscasts, needs to be self motivated workers.
- Memory team- Take Photos, Make promo video to show at schools/post on website, make slideshow for school TV screens, make cast Photo board
- Concession stand- gather, organize, and handle refreshments and fundraising ideas on show nights
- Daytime helpers- Available to run errands because we are teaching during business hours and we need help sometimes! (clearances needed, and help is upon request)
- Electronic patron advertisements- Technical skills needed for pre show scrolling ads.
- Fundraising- Arrange fundraisers for the musical (i.e.: Sweet frog night, Chipotle night, Hoss' night)
- Cast party chaperones- needed to serve food, facilitate activities, and clean up