



*Brought to you by the Castle View Theatre Company
and Thespian Troupe 7117*

Backstage Sign-up Forms and Info

Sign Up Open for Crew:

Monday, Jan. 22nd

First Crew Work Date:

Monday, February 20st @ 3:15 pm – CVHS Auditorium

Production Dates:

April 10-14, 2018

See Mr. Scott in Room 600 for more information or questions;

Or by e-mail at rascott@dcsdk12.org

Check the school theatre website for calendar & more information: cvhstheatrecompany.org

CVHS BACKSTAGE CREW POSITIONS

Costume Crew:

Assists the Costume Designer(s) with all aspects of costuming the show. This may involve cleaning and organizing in the costume storage area, assisting with moving costumes in and out of the storage area for each show, assisting with distribution of costume pieces and return of costume pieces from the actors, ensuring that all costume pieces are accounted for and in good working order at the end of each show, assisting actors with any required quick changes either on or near the stage and any other costume related needs of the show.

Make-up Crew:

Assists Make-up Designer(s) with all aspects of make-up and hair for the show. Duties may include applying make-up, styling hair, assisting with keeping the make-up area and application tools clean and in good working order, assisting with any make-up and or hair/wig changes during the show and any other make-up related needs of the show.

Publicity Crew:

Works with the Director and production team. Designs, makes, copies, distributes, posts all advertisement materials for the show including programs, posters, flyers, shirts etc.

Scenic Carpenter:

Under the direction of the Technical Director and Master Carpenter. Uses power tools to build, and assemble all scenic elements of the set (i.e. Flats[walls], platforms, doors etc.), props etc. May also be on one of the other running crews for the performances of the show.

Scenic Painter:

Under the direction of the Scenic Painter and Technical Director, uses different painting techniques to paint the scenery for the show to provide the look, texture and feel that the Director desires for the show. May also be on one of the other running crews for the performances of the show.

Lighting Crew:

Assist the Light Board Operator with the light board during all performances. Responsible for keeping the lighting side of the control booth clean and organized. Helps address any lighting problems that might occur during a performance. May participate in hanging and focusing lights for show.

Light Board Operator (tbd by Light Crew Lead):

The Light Board Operator is responsible for operating the light board during all performances. Performs daily light checks at the beginning of all technical rehearsals and performance call times to ensure that all lighting equipment is working properly. May participate in hanging and focusing lights for show.

Follow Spot Operator (tbd by Light Crew Lead):

For each performance, the spotlight operator is responsible for running one of the follow spots up in the booth for specialized lighting effects. A spot operator is usually a member of the lighting crew and works with the crew lead to decide cues and timing for use of the spot. Spot operators will be trained in the specialized use of the theatre follow spot set up, operation, and maintenance.

Sound Crew:

Assists the Sound Board Operator with the sound board during all performances. Responsible for keeping the sound side of the control booth clean and organized. Helps address any sound problems that might occur during a performance.

Sound Board Operator (tbd by Sound Crew Lead):

Responsible for operating the sound board during all performances. This includes all microphones, CD players, computers etc. required to provide sound for the show. Performs daily sound checks at the beginning of all technical rehearsals and performance call times to ensure that all sound equipment is operating properly.

Property Crew:

Assists Prop Master with all props during all performances and rehearsals. Helps address any prop problems that might occur during a performance. May assist Backstage Crew with scene shifts etc.

Stage/Running Crew (tbd for technical/dress rehearsals and all performances):

Is responsible for the safety of the backstage area during all performances. Cleans stage at start of call-time and is responsible for all set changes during the course of a performance or rehearsal. Returns set to "pre-show" setting after every performance.

Special Effects Crew:

Works on creating special technical effects for a show, including but not limited to fog effects, projections, specialized lighting, rigging for drops, etc. This crew works closely with the other technical crews – lighting and staging – to make sure that all effects happen in conjunction with other scene changes and designs. Special effects crew reports to the technical director for design decisions.

Usher:

Reports to the House Manager at the beginning of call-time. Assists with passing out programs, collecting tickets and maintaining a safe environment in the house. Following every performance, works with House Manager to pick up trash, recyclables and any programs left behind that can be reused at a future performance.

ASSIGNED POSITION:	OFFICE USE ONLY
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**CASTLE VIEW HIGH SCHOOL
THEATRE DEPARTMENT
BACKSTAGE INFO FORM – NOISES OFF**

A. YOUR INFORMATION

YOUR NAME _____
 LAST FIRST MIDDLE PREFER TO BE CALLED GRADE

DAYTIME PHONE (CELL) _____ NIGHTTIME PHONE (HOME) _____
 *OK TO TEXT? YES NO

DAILY ADDRESS _____ EMAIL ADDRESS _____@_____.COM

BEST WAY TO GET IN CONTACT WITH YOU? EMAIL PHONE MAIL OTHER

HOW DO YOU GET HOME AFTER SCHOOL (CIRCLE ALL THAT APPLY):

DRIVE CITY BUS PARENT/SIBLING/FRIEND RIDE WALK

DO YOU HAVE ANY TIME CONFLICTS THAT WOULD POTENTIALLY KEEP YOU FROM BEING AT REHEARSALS (E.G. WORK, SPORTS, BAND, ETC.)? PLEASE LIST. KEEP IN MIND WE WILL BE REHEARSING/WORKING ON THIS PLAY AFTER SCHOOL FROM 3:15 TO 5:30 THREE TO FOUR DAYS A WEEK FOR THE NEXT EIGHT WEEKS (SEE FRONT PAGE FOR PRODUCTION DATES):

DO YOU FORESEE ANY ISSUES RELATED TO CLASS SCHEDULE AND/OR GRADES THIS SEMESTER?

YES NO EXPLAIN.

CURRENT CUMULATIVE GPA:

HAVE YOU INFORMED YOUR PARENTS OF YOUR POTENTIAL INVOLVEMENT IN THE PLAY?

YES NO

CIRCLE ANY JOBS OR RESPONSIBILITIES YOU WOULD BE INTERESTED IN ON THE PRODUCTION TEAM (SEE CHART BELOW FOR REQUIREMENTS):

LIGHT CREW	SOUND CREW	MAKE-UP CREW	HOUSE CREW
PROPS CREW	COSTUME CREW	PUBLICITY CREW	SPECIAL EFFECTS CREW
SET CREW	STAGE CREW	ANY	

WHAT SPECIAL SKILLS OR QUALITIES DO YOU HAVE THAT WILL MAKE YOU AN OUTSTANDING MEMBER OF THIS PRODUCTION?

THANK YOU FOR YOUR PARTICIPATION IN THIS CASTLE VIEW THEATRE COMPANY'S PRODUCTION OF NOISES OFF. WE ARE EXCITED TO HAVE YOU JOIN US. OUR FIRST WORK DAY WILL BE ON MONDAY, AUGUST 21ST FROM 3:15 – 5:30 PM.

CVTC Crew Production Agreement

(Please read and fill out the following production agreement)

I agree to the following terms in this agreement and promise to abide by the conditions and expectations set forth by my director(s), technical director(s), stage manager(s), and fellow cast and crew members. I will dedicate myself as a true team member to this production process in order to present a show that we as a cast, crew, and production team will be proud of. Please check the boxes for all items listed below to make sure you know the expectations & responsibilities of being on a CVTC crew.

1. All technical stage crew members and leaders should have fun working on this production as collaborative artists. We expect a positive attitude, open communication, and ownership from beginning to end.

2. All technical stage crew members and leaders must be in good academic standing to participate in and remain in this production. All actors, technical stage crew members, and leaders are expected to be in school during the day in order to participate in rehearsals and performances after-school. It is also required that if you score an F or multiple D's on any recorded grade update, a progress report (see attached) must be completely filled out every week and returned to Mr. Scott until that F or Ds are changed. You will not be allowed to attend crew days if this is not turned in on time.

3. All technical stage crew members and leaders must be present at all scheduled rehearsals. Crew workdays will generally be Monday through Friday from 3:15 p.m. to 5:30 p.m. Crews will meet on specific days of the week and once crew assignments have been made, attendance at these work days will be very important. If you have two unexcused absences from your crew, you may be cut from that crew and assigned to General Crew. If you are absent for excused reasons beyond a reasonable amount (as determined by the Technical Leadership – usually more than 10% of work days). Some weekend workdays may be also requested in advance – see attached production calendar.

Crew meeting days (theses are general hours - subject to change):

Set Construction - MTWTh 3:15-5:30 + select Saturdays
Props - MWF 3:15-5:30; T/Th optional + select Saturdays
Makeup - MW 3:15-5:30 (first 4 weeks)
Lights – TWTh 3:15-5:30 + select Saturdays
Publicity – tbd

Paint – T/Th 3:15-5:30

Costumes - MWF 3:15-5:30 + select Saturdays

Special Effects – tbd

Sound – T/Th 3:15-5:30

House – Closer to show dates

Rehearsals and work will be extended as we get closer to performances (tech rehearsals), with dress rehearsal lasting as late as 10:00 pm. If you are part of a running crew for scene changes, light crew, sound crew, makeup crew or costume change crew – you are required to be in attendance at all tech and dress rehearsal and on time for all performances.

Communication is the key to good relationships during this show:

In order to be excused you must have a legitimate note explaining why you were absent. Valid excuses are an illness, a death in the family, etc. It is also important to turn in all notes to the technical director and notify them directly in advance if you cannot attend a rehearsal. In case of emergency, you must call 720-281-1964 and leave a message.

4. All technical stage crew members and leaders must be on time to all scheduled rehearsals and technical crew duties. If late for multiple rehearsals, you may be asked to step out of your backstage position or onstage role.

5. All technical stage crew members and leaders will keep the work spaces, stage, scene shop, dressing rooms and loft clean throughout the rehearsal and performance process. There will be limited food or drink allowed on the stage at anytime. Water is available in PA hallway.

6. All technical stage crew members and leaders will use the building process productively. Crew members who are in attendance at crew days should be working in their assigned areas on crew tasks or completing school assignments. *Remember: you are a student first, so you must stay current with your class assignments. We strongly encourage you to do homework at crew work days if there is spare time. We will provide a quiet space for your study.*

7. All technical stage crew members and leaders must stay in the crew work areas during a work days unless given permission to leave. Your presence may be called upon at anytime while you are at crew days. We count on your presence as an important component of effectively producing the play.

8. All technical stage crew and leaders must be supportive of each other's roles in this production. It is important to communicate with one another in a respectful manner. Whether onstage or offstage, all roles in this production are equally important. We want to be positive in our interactions (and language) while in production.

9. All technical stage crew members and leaders are required to take part in a full stage strike on the Saturday night of the final performance, right after the production. All cast and crew will remain until the strike is complete and the stage, auditorium lobby, costume room, dressing rooms, choir room and shop are cleared and cleaned.

Any cast, crew member or musician who misses strike will not be allowed to work on the next show unless they put in the hours they missed with the directors.

10. All technical stage crew members and leaders are expected to adhere to school policies and guidelines of appropriate behavior. Because you represent our school, as well as our theatre and our group, you are expected to behave in an appropriate manner while in the theatre area. This includes issues of dress, language, treatment of facilities, banned substances, etc. Your behavior should be the best possible reflection of who you are.

The spirit of this agreement is to ensure that all actors, technical stage crew members and leaders are treated fairly as creative, collaborative artists who are working towards the same goal. Your directors will enforce this agreement to the best of their ability in the spirit of a high quality theatrical production process.

11. All technical crew members and leaders will be required to pay a production fee (\$30 for LES MIS backstage) to help support the technical aspects of the show. As much as possible, we try to keep participation in our theatre program as low as possible. The required fee is used to help pay for the costumes, props, & sets required to stage a large show. In addition, show members, including crew may be asked to participate in various fund raisers or ticket sales to help support the final production.

We, as an all-inclusive theatre program, believe that every student should have the opportunity to participate in our shows. Therefore, if the production fee requirement is a difficulty for a student to pay, we do not want that to keep them from being a part of the show. Various fund-raising opportunities, as well as limited scholarships, will be made available to help with these fees. Please talk to Mr. Scott if this is a consideration for you.

12. All technical crew members and leaders may purchase a unique show shirt (\$15) as part of the production team. If you would like to reserve a shirt, please include your payment for the shirt with your production fee. Fees & shirt money can be paid in cash directly to Mr. Scott or via RevTrack (through the CVHS website) using a credit or debit card. No checks please. Shirts will be worn in the two weeks before the show.

If you are ordering a T-shirt, please include your size: Men's XS S M L XL(+\$)
Women's XS S M L XL

This production can be an incredible experience if the entire cast, crew, leaders, and production staff work together, create together, and have fun together!

Crew/leader name _____

Crew/leader signature _____ Date _____

Parent signature _____ Date _____