APPLICATION PROCESS

1. Fill out the TECHNICAL CREW APPLICATION information below and email to the appropriate person for the crews you are interested in [they are listed at the bottom of the form] by **Friday, April 14.**
2. If you are accepted onto a crew you will be contacted by the teacher in charge of it! If you do not hear back from the teacher unfortunately we do not have room for you this year – but we hope you will try again next year!
3. All students accepted onto crews MUST attend the mandatory meeting on Monday, **May 1 from 6-7pm.** If you do not attend the meeting (or your parent) you will NOT be able to be a part of the production. You must also turn in your signed contract below at the meeting!

**CREW OVERVIEW**

**SCENIC CREW**

***Job description:*** Helps build the set. Requires knowledge in building such as use of drills, power tools, paint, etc.

***Commitment:*** see schedule below

**LIGHTING CREW**

***Job description:*** Helps hang and focus the lights. Requires knowledge of theatrical lighting systems

***Commitment:*** see schedule below

**COSTUME CREW**

***Job description:*** Helps sew, alter, mend, organize costumes in preparation for the show.

***Commitment:*** Various times in May-June after school. August 8 through Sept. 1, during the day, see costume crew schedule below.

**PROPS CREW**

***Job description:*** Helps build and/or organize and keep track of all props used in the production.

Commitment: see scenic and run crew schedule below.

**WARDROBE**

***Job description:*** Helps keep track of costumes during the run of the show, quick changes, maintenance and problem solving when issues arise during the show.

***Commitment:*** see schedule below for Wardrobe Crew.

**RUN CREW**

***Job description:*** Helps move scenery/props/lights/sound on and off stage during the production.

***Commitment:*** see schedule below

**PRODUCTION CALENDAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | ***TIME*** | ***WHO*** | ***WHAT*** |
| Tues. 8/8 | 10am-4pm | costume crew | costume build |
|  |  |  |  |
| Wed. 8/9 | 10am-4pm | costume crew | costume build |
|  | 11am-6pm | scenic crew | build |
|  |  |  |  |
| Thurs. 8/10 | 10am-4pm | costume crew | costume build |
|  | 11am-6pm | scenic crew | build |
|  |  |  |  |
| Fri. 8/11 | 11am-6pm | scenic crew | build |
|  |  |  |  |
|  |  |  |  |
| Mon. 8/14 | 11am-6pm | scenic crew | build |
|  | 9am-2pm | lighting crew | hang/maintenance |
|  |  |  |  |
| Tues. 8/15 | 10am-4pm | costume crew | costume build |
|  |  | lighting crew | hang/maintenance |
|  | 11am-6pm | scenic crew | build |
|  |  |  |  |
| Wed. 8/16 | 10am-4pm | costume crew | costume build |
|  |  | lighting crew | hang/maintenance |
|  |  | scenic crew | build TBD |
|  |  |  |  |
| Thurs. 8/17 | 10am-4pm | costume crew | costume build |
|  |  | scenic crew | build TBD |
|  |  |  |  |
| Fri. 8/18 | 10am-5pm | lighting crew | focus |
|  |  |  |  |
|  |  |  |  |
| Mon. 8/21 | 1pm-5pm | wardrobe | designer run |
|  |  | run crew |  |
|  | 6pm-8pm | lighting crew | programing |
|  |  |  |  |
| Tues. 8/22 | 3:30pm-6pm | costume crew | costume build/fittings |
|  |  | lighting crew | programing |
|  |  |  |  |
| Wed. 8/23 | 3:30pm-6pm | costume crew | costume build/fittings |
|  |  | lighting crew | programming |
|  |  | design team | paper tech |
|  |  |  |  |
| Thurs. 8/24 | 3:30pm-6pm | costume crew | costume build/fittings |
|  |  | lighting crew | TBD |
|  |  |  | BACK TO SCHOOL NIGHT TEASER |
|  |  |  |  |
| Fri. 8/25 |  | run crew | q2q |
|  |  |  |  |
| Sat. 8/26 | 11am-6pm | run crew | shift run |
|  |  |  |  |
| Mon. 8/28 | 3:30pm-6pm | costume crew | costume notes |
|  |  | wardrobe crew | quick change planning |
|  |  | lighting crew | programming |
|  |  | run crew | tech |
|  |  |  |  |
| Tues. 8/29 | 3:30pm-6pm | costume crew | costume notes |
|  |  | wardrobe crew | quick change planning |
|  |  | lighting crew | programming |
|  |  | run crew | tech |
|  |  |  |  |
| Wed. 8/30 | 3:30pm-6pm | costume crew | costume notes |
|  |  | wardrobe crew | set up dressing rooms |
|  |  | lighting crew | programming |
|  |  | run crew | tech |
|  |  |  |  |
| Thurs. 8/31 | 3:30pm-6pm | costume crew | costume notes |
|  |  | wardrobe crew | set up dressing rooms |
|  |  | lighting crew | programming |
|  |  | run crew | tech |
|  |  |  |  |
| Fri. 9/1 | 3:30pm-6pm | costume crew | costume notes |
|  |  | wardrobe crew | set up dressing rooms |
|  |  | lighting crew | programming |
|  |  | run crew | tech |
|  |  |  |  |
| Mon. 9/4 |  |  | LABOR DAY |
|  |  |  |  |
| Tues. 9/5 |  | wardrobe crew | Dress Rehearsal |
|  |  | lighting crew | Dress Rehearsal |
|  |  | run crew | Dress Rehearsal |
|  |  |  |  |
| Wed. 9/6 |  | wardrobe crew | Dress Rehearsal |
|  |  | lighting crew | Dress Rehearsal |
|  |  | run crew | Dress Rehearsal |
|  |  |  |  |
| Thurs. 9/7 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Fri. 9/8 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Sat. 9/9 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Sun. 9/10 | 12pm-4:30pm | wardrobe call | Performance |
|  | 12:30pm-4:30pm | run crew | Performance |
|  |  |  |  |
| Tues. 9/12 | 9am-1pm | wardrobe call | Performance |
|  | 9am-1pm | run crew | Performance |
|  |  |  |  |
| Thurs. 9/14 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Fri. 9/15 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Sat. 9/16 | 5pm-9:30pm | wardrobe call | Performance |
|  | 5:30pm-9:30pm | run crew | Performance |
|  |  |  |  |
| Mon. 9/18 | 3:30pm-5:30pm | ALL CREWS | strike |
|  |  |  |  |
| Tues. 9/19 | 3:30pm-5:30pm | ALL CREWS | strike |
|  |  |  |  |
| Wed. 9/20 | 3:30pm-5:30pm | ALL CREWS | strike |
|  |  |  |  |
| Thurs. 9/21 | 3:30pm-5:30pm | ALL CREWS | strike |
|  |  |  |  |
| Fri. 9/22 | 3:30pm-5:30pm | ALL CREWS | strike |

**TECHNICAL CREW APPLICATION**

***In the Heights***

*(please print or type)*

Name: Grade 2017/2018:

Major:

Email:

Cell phone: Home Phone:

Parent Name:

Parent Email:

Parent Cell Phone:

What crews/positions are you interested in joining for this production



What technical theatre experience do you have?

How do you think your participation will benefit the production?

If you have any conflicts with the build/run dates please list them (or attach a separate piece of paper) on the back of this sheet

**THIS APPLICATION IS DUE on FRIDAY, April 14.**

**Please email Ms Kirksey @ lara\_kirksey@dpsk12.org for Costume Crew and Wardrobe**

**Please email Jafe Meltesen-Lee @ jafe\_meltesen-lee@dpsk12.net for Scenic, Run, Prop, and Lighting Crews**

**CONTRACT**

***THIS CONTRACT will be DUE May 1 at the Mandatory Meeting***

We are setting forth to not only produce a musical, but also to learn to work as a team, develop our skills both personally and artistically, and share the joy of live performance. This contract outlines what we expect from our technical team. You must understand that it is an honor to be a part of this production; that it is a privilege, not a right to be part of the production team.

*Please read the following carefully and sign at the bottom.*

**1. ATTENDANCE:** I will attend all scheduled sessions for whatever crew I end up being placed on. If I cannot make them I will let the adult in charge know at LEAST a week ahead (unless it is an emergency). I realize that if I cannot make certain important build/tech calls I may be dismissed from the show. Any member of a crew that operates DURING the show MUST be present at ALL rehearsals starting Aug 25; unless given permission by the Production Team to miss a rehearsal.

**2. DUTIES – KNOWLEDGE:** I will be aware of all deadlines and what is happening. I

**3. DUTIES – KEEPING IT CLEAN.** I will enforce the “no food or drink (other than water) in costume” rule since there is NO food or drink allowed in the theatre, dressing or rehearsal rooms. If things are consumed at rehearsal in the lobby/hallways, I am responsible for trash and will help pick it up or encourage students to throw it away! At rehearsal dinners, I will clean up after myself and the table I eat at and make sure that I am the last one in the lunchroom so I can ensure actors clean up after themselves.

**4. DUTIES – ENCOURAGEMENT:** If I accept my position and drop this show *for any reason* I may not be allowed to be a part of future all school musicals. I am building bridges with the professionals in this building and understand work ethic and what it means to be a part of a whole. I will do my best to make this show a successful process from day one. Be on the watch for any type of negative behavior in the cast or crew regarding roles/positions—try to handle it with grace and tact. Try to stop rumors and hurtful, negative talk immediately.

**5. DUTIES – FLEXIBILITY:** I realize that I may be called upon to take on – or give away – duties depending on what is happening in the rehearsal/performance process. I will make sure to not be difficult about it and adjust with ease and grace.

**6. DUTIES –SAFETY :** During rehearsals and performances I will always remember safety practices and make sure that others adhere to them as well.

**7. SAFE ENVIRONMENT:** Keeping with professional etiquette, I understand that rehearsals are closed to everyone except cast and crew. If I notice someone in rehearsal that is not cast/crew, I will get an adult to approach them and explain this policy. When photographers come into shoot publicity photos, I will greet them and help them to know the best angles and scenes in which to take pictures.

**8.** C**OMMUNICATION**: I am a member of a team and should listen to the adults in charge and/or production team members (which are my peers). If I have a problem, I will talk to the directors or the person with which I am having a problem.

**9. BEHAVIOR:**  I will be on task at all times and will not goof off onstage or offstage or distract otehrs. I will help maintain and train younger actors to be quiet backstage if I am backstage. I will leave personal problems outside the rehearsals so my problems do not distract from the creative work being done onstage. I understand that the director’s/adults in charge may ask me to change something or hold me accountable since this is a learning process and part of growth is applicable feedback. I will accept all feedback with grace and thoughtfulness.

**10. GRADES:** I will maintain a 2.3 GPA in your classes to be eligible to perform. I will bring Mr. Becker my 3rd quarter progress report. If I am suspended from school, I will NOT be allowed in rehearsal/performances; suspensions will be treated as unexcused absences. If a suspension lands in the last two weeks of a rehearsal, I may be replaced. Depending on the nature of the suspension, I can be replaced at the digression of the directors. I MUST attend school on the day of a performance (two classes) in order to perform. I will make smart choices during the run of this production.

**11.** **DRUGS/ALCHOHOL:** I will never use alcohol or drugs before a rehearsal or performance. I will keep my mind and body at peak performance. A clear brain is essential for the creative process. If anyone even suspects me of drug/alcohol use at rehearsals they have an obligation to ME, the cast, and to the school to report it—even if it is a performance. I WILL MAKE WISE CHOICES. Disregarding this is a disservice to your cast and shows clear disrespect for the role you have been assigned. I also have a duty to report suspicions of drug/alcohol use to the director in a timely manner. I have a duty to the person using, the entire cast, and the integrity of our program to not let actors behave in a destructive manner. Even if it is a performance the directing team will follow up on your suspicions and report behaviors to the DSA Administration.

**12. DRESS/ATTIRE:** I will always dress appropriately for rehearsals and wear shoes.

As you can see from the 12 points on this contract, being a leader of this production is a lot of hard work, dedication, time, and coaching your peers. It is not for the faint at heart, but for the go-getters in this school. It is a huge challenge and one that should be taken seriously. If you have this time and truly want to dedicate yourself to a three- month commitment, then fill out the contract on the following page and turn it in with your application. Your parents also must sign that they understand the nature of your “job”. Thank you for your interest.

THIS SHEET is DUE on May 1, 2017 at the Mandatory Meeting

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Actor/Student**

I have read the contract for this production. I understand each of the 12 points on the contract and I will discipline myself to follow this contract to the letter. I understand if everyone involved in the show follow these rules, then our production will be run professionally. I also understand if I do not follow these rules I can and will be replaced. I understand that if I do not abide by these “rules”, deadlines will not be met, people’s feelings could be hurt if everyone is not treated with respect, and we will not grow unless we follow these simple guidelines. I accept the judgment of my directing team and know if I am not living up to my part of this process I can and will be replaced. I know that being a part of this show is a privilege, not a right. I am here to learn to be a part of a team and grow as much as possible.

I hereby agree to the terms of this contract.

Please print name here: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign here: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents/Guardians**

I understand that all school musicals are DSA community events. I have read this contract and will help support my child’s involvement in the production. I understand that rehearsals/sessions will be after school, possibly some early evenings, and possibly a few Saturdays. Students are responsible for their own transportation home. I have also looked over my student’s conflicts on the schedule and agree that there are no existing conflicts that have not been listed. I understand that mounting a production takes a tremendous amount of time on all parties and will do my best to encourage my son/daughter to manage their time will outside of rehearsals and stay on top of their course studies.

I understand that this production is a learning experience for all involved. I understand that the directors of this production are professionals with over 60 years of experience between them. I know that sometimes they need to make decisions that are best for the team and will support them in upholding this contract. I know that being a part of this show is a privilege, not a right.

I hereby give my permission for my son/daughter to apply to work on this production and I agree to the terms of this contract.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email (please print clearly)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_