



PRODUCTION CREW INFO PACKET

Greetings Potential Crew Member! This is Ms. Shally, and I created this packet to offer more information on the expectations and time commitment involved in being a production crew member. First of all, I want to thank you for being willing to invest your time and talents to this production. Being a stage crew member is just as important as any role performed on stage. You are the heroes behind the scenes!! Without our responsible and dedicated crew members, there would be no production :)

How To Apply

We have a lot of students requesting to be on the stage crew, which is wonderful! I am asking that everyone who wants to join our crew to read the **Production Crew Job Descriptions** below to learn more about the responsibilities of each position. Then fill out the **Production Crew Application**. You will be asked to indicate your 1st, 2nd, and 3rd choice. *If we have more applicants than positions, members will be chosen based on experience and seniority. Ms. Shally will notify applicants if they have been accepted and the job they will fill.



The Production Crew Application is online. Click [here](#) for the link or scan the QR code. You will need the Production Crew Info Packet available to download and print from the Fairview Rec Youth Theater Group. Join the group using the access code [2ZT6-36JM-F2C7R](#). The packet materials are located in the Resource folder. Print and carefully read the Parent and Cast/Crew Member Contract. Deliver this signed contract to Ms. Shally at FES, or Ms. Frith at FMS. Paper copies of the packet are also available upon

request.

**Special Note - While an audition is not required to be in the crew, it is highly encouraged that everyone also audition to be a member in the cast. The reason is, we have a limited number of crew positions and auditioning increases the chance of being a member of our production family.*

Rehearsal Schedule and Responsibilities

Each member (except Costume Assistant) will be assigned Rehearsal Assistant duties. Rehearsal Assistants will be asked to attend at least one rehearsal every two weeks. During **Production Week (April 17th - 23rd)**, those students will be assigned to one of the sound, light, power point, or stage positions. If the job you want has a Prerequisite of Rehearsal Assistant, then Rehearsal Assistant should be your first choice.

Costume Assistants will work directly with our Costume Director - Ms. Cousins. She will set their schedule. However, Costume Assistants should plan on being available beginning the end of February.

Attendance Expectations

A rehearsal schedule for the Production Crew will be sent out after auditions. Crew members must attend all assigned rehearsals and performances. If a crew member must be absent due to illness or emergency, notify Ms. Shallenberger or Ms. Frith as soon as possible. ***Attendance during Production Week (April 17th - 23rd) is mandatory for all cast and crew members without exception.***

Participation Fees and Member Contract

Once accepted, the fee for participation is \$150 per crew member. Fees are charged to cover the licensing and operational costs of the production. Note - no fee is due to apply for production crew. Checks can be made out to Fairview Parks and Recreation Authority. Each crew member will receive a logo t-shirt, candy gram opportunities, and invitation to the cast party. Please contact Ms. Shallenberger or Ms. Frith if this fee will be a hardship and assistance is needed.

Each crew member must read and sign the **Aladdin, Jr. Parent and Cast/Crew Member Contract**. The form is included at the end of this packet.

FPRA Registration and Waiver Form

Parents and guardians of the crew will need to fill out and sign the Fairview Parks and Recreation Authority Registration and Waiver Form. Click [here](#) to download and print the form. Forms can be delivered to Ms. Frith at the FMS office, Ms. Shally at the FES office, or turned in at the parent meeting.

Informational Meeting for Parents and Guardians

All parents and guardians of crew members are invited to an informational meeting being held on Monday evening, January 30th at 5:30 in the FMS Auditorium. Come meet the directing crew, and get the low down on rehearsals, costumes, props, volunteer opportunities, and get answers to any questions you may have.

In the meantime, if you have any questions, please do not hesitate to contact Ms. Shally at shallenbergera@fairviewschools.org or Ms. Frith at fritha@fairviewschools.org.

Break A Leg!!!!

~ Ms. Shally & Ms. Frith 🎵 🍷

PRODUCTION CREW JOB DESCRIPTIONS

Rehearsal Assistant

Assists the Directors in various rehearsal tasks including: Stage set-up, sound cues, scene and choreography recording, and line cues.

Time Commitment - Approximately 1 rehearsal every 2 weeks. Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite - None

Positions: 16 (These positions will be filled by members performing the jobs below).

Sound Cue Operator

Play the sound cues as they appear in the script. During rehearsals, they will give line cues when actors are off script. Must be able to play close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions - 1 to 2

Microphone Operator

Will turn on and off actor's microphones from the sound board as they enter and exit the stage. Will use the script as a guide. Must be able to play close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment: Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite: Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 2

Props and Stage Assistants

Will oversee all the props and where they belong during the course of the show. Will make sure that all props are returned after each rehearsal or show. Will make sure that props are in place for the next rehearsal or show. During Production week they will also make sure the actors are in place, quiet, and ready backstage.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 6

Spot Operator

Operate the spotlight as directed in the script. Must be able to play close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 2

Light Operator

Operate the light board as directed in the script. Must be able to pay close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 2

Curtain Operator

Operate the curtain as directed in the script. Must be able to pay close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 1

Scenic Backdrop Operator

Operates the scenic backdrops through a powerpoint program as directed by the script. Must be able to pay close attention to the script and what is happening on stage. Cannot be easily distracted.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd

Prerequisite - Will be filled by students who are assigned the Rehearsal Assistant positions.

Positions: 1

Microphone Assistant

Oversees the wireless headset microphone station. Will make sure each headset has a fresh set of batteries before each production. Oversee the safe handling of microphones. Assist actors in microphone changes and placement. Accounts for each microphone packet at the end of each production and makes sure they are returned to the sound booth.

Time Commitment - Must be available for all rehearsals during Production Week: April 17th - 23rd.

Prerequisite - N/A

Positions: 2

Costume Assistants

Works with the Costume Director - Ms. Cousins. Gather and organize costume items for the cast. Make sure they are organized for production week and performance nights.

Time Commitment - Approximately 1 rehearsal per week beginning March 6th. Must be available for all rehearsals during Production April 17th - 23rd.

Prerequisite - N/A

Positions: 2

Aladdin, Jr. Parent and Cast/Crew Member Contract

Although being a member of the cast is fun and exciting, it also requires commitment, time, and responsibility. The time and commitment not only affects the cast member, but also their family. We feel it is important for everyone involved to be aware of what is expected right from the start. Please read the following contract together and sign the form if you agree to your cast member's participation in the production under these conditions. If you have any questions or concerns, please contact Ms. Shallenberger, Director, at shallenbergera@fairviewschools.org.

CAST and CREW RESPONSIBILITIES

- ★ Be prepared, ready, and focused for each rehearsal. Bring your script and pencil to every rehearsal. Have lines, songs and blocking memorized **on time**.
- ★ Be a positive, contributing member of the cast. This includes offering words of encouragement, accepting constructive criticism, listening and following the director's instructions, not allowing outside problems to affect the quality of your performance. Cell phones should be silenced and put away with your belongings. No texting or calls during rehearsals.
- ★ Remain in the rehearsal/performance space until dismissed by the directing staff.
- ★ Treat all materials in the theater and on stage with careful respect. Do not handle any sound or lighting equipment unless instructed by the directorial staff.
- ★ Treat all props, set equipment, and scenery with careful respect. These items should only be handled by cast members assigned to them and directorial staff.
- ★ Attend all required rehearsals and performances. Rehearsals will begin January 31st and will continue according to the rehearsal calendar until the performances in **April**. A tentative list of rehearsal dates is listed in the audition packet. A more detailed schedule will come out after auditions. The key is to make sure you have those dates open and make a note of any conflicts you may have.
- ★ In the event of illness or emergency, notify Ms. Shallenberger, or Ms. Frith as soon as possible.
- ★ If a cast member is excessively absent, the directing staff reserve the right to alter a cast member's role in the production. Excessive absence is defined as 3 or more absences from assigned rehearsals.
- ★ Attendance is **mandatory** for all cast and crew at all tech rehearsals, dress rehearsals, and performances. No exceptions will be allowed other than extreme circumstances.
- ★ A fee of \$300 for cast and \$150 for crew will be due for each member to cover the licensing and operational costs of the production. Checks can be made out to **Fairview Parks and Recreation Authority**. (Please contact Ms. Shallenberger or Ms. Frith if this fee will be a hardship and assistance is needed.)
- ★ Parents and guardians of the cast/crew will need to fill out and sign the **Fairview Parks and Recreation Authority** Registration and Waiver Form.
- ★ Follow the rules of conduct as described in the FMS Parent/Student handbook - The Fairview School Community Ethics Pledge.

We understand that failure to comply with any or all of the expectations listed in this contract, will result in the cast member being moved to a different role, or dismissed from the cast.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

Date