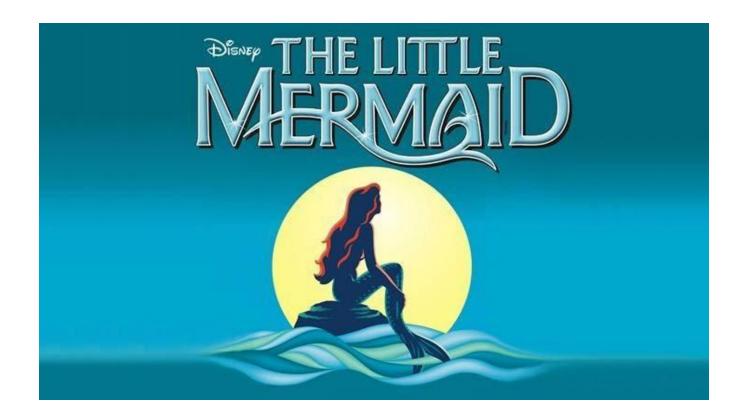
CREW PACKET



Music by Alan Menken

Lyrics by Howard Ashman & Glenn Slater

> Book by Doug Wright

Based on the Hans Christian Andersen story and the Disney film produced by Howard Ashman & John Musker and written & directed by John Musker & Ron Clements

Originally produced on Broadway by Disney Theatrical Productions

WELCOME TO THE SECOND YEAR OF WOLFPACK PRODUCTIONS!

This is going to be an amazing journey! Not only are we going to create an amazing show but we are in the process of creating a phenomenal theatre program here at Trailside Middle. In this packet you find information pertinent to the upcoming production for crew. Please read through the entire packet and sign the form to be submitted at auditions.

FUN FACTS ABOUT THE LITTLE MERMAID:

- The show had 685 performances and 50 previews!
- ❖ To simulate the act of swimming on stage, Broadway actors used "Heelys" to skate around the stage.
- The Broadway Production played in 9 different countries.
- The show was nominated for both a Tony and a Grammy for Best Original Score.

COMING SOON:

- Jr. International Thespian Society Wolfpack Troupe.
- Opportunity to perform at the National Youth Arts Awards Ceremony.
- Workshops for mock auditions.
- Help design parts of your spring musical.
- Learn and help build sets along Stone Bridge's Theatre Program.

This will be Trailside Middle School's 5th musical and the 2nd year as the Theatre Program, Wolfpack Productions! Thank you to everyone who's helped to get us here. And welcome to all our newest helpers! If you sign up for the production, you will be on some form crew. Below you'll find all the dates, times and information for the production, please read carefully. Should you have any questions or concerns, do not hesitate to contact me at khudson@trailsidemiddleschoolpta.org.

SUPER SATURDAY: (Mandatory Attendance for Cast and Crew. Our long concentrated rehearsal to get the show on its feet.):

March 16, 2019 at Trailside Auditorium, 9:00am – 3:00pm.

REHEARSALS:

Weekly Rehearsal Calendars will be posted online after auditions at trailsidemiddleschoolpta.org under the musical tab! In general, Rehearsals will be Tuesday-Thursday with Tech days on Fridays and makeup days on Mondays. Not everyone will be called to every rehearsal so CHECK THE CALENDAR! Starting in March EVERYONE (crew included) will be called Tuesday- Thursday!

PERFORMANCES:

Coral Cast:

Thursday, April 25, 2019 at 7:00pm Friday, April 26, 2019 at 7:00pm Saturday, May 4, 2019 at 7:00pm

Aqua Cast:

Thursday, May 2, 2019 at 7:00pm Friday, May 3, 2019 at 7:00pm Saturday, May 4, 2019 at 2:00 pm

Rules of Rehearsal

- 1. Act like an adult, be treated like an adult. Act like a child, be treated like a child.
- 2. Listen when the Director is talking.
- 3. Be positive, and never make fun of anyone.
- 4. Always give 110%.
- 5. No food in the auditorium or any rehearsal space. Food only in the cafeteria.
- 6. Be on time! Rehearsals start at 3:30pm!
- 7. Make rehearsal a priority unless otherwise discussed with the director, missing or being late to 5 rehearsals will result in dismissal from the show.
- 8. Be a good audience member, no talking while others are performing.
- 9. Leave backpacks (and cell phones) at the back of the house at the start of rehearsal.
- 10. Behavior Policy- "3 Strikes You Are Out" Policy. The first strike is a verbal warning to the student, the second is a call to the parents and a written warning, and the third will be dismissal from this year's musical.

Attendance Policy

Please make rehearsals a priority! If you miss, it makes it harder for others to rehearse in your absence. The cast is a team and we can only be strong if we work as one! If you miss something it is YOUR responsibility to get in contact with the director to find out what you missed. You may need to come in on a make-up day (typically Monday). Please email Katie Hudson (Director) at khudson@trailsidemiddleschoolpta.org, if you plan on being absent or late. If you are late and/or miss 5 rehearsals, you will be dismissed from the production.

Rehearsal Schedules

Weekly Rehearsal Calendars will be posted online after auditions at trailsidemiddleschoolpta.org under the musical tab! In general, Rehearsals will be Tuesday-Thursday with Tech days on Fridays and makeup days on Monday. Not everyone will be called to every rehearsal so CHECK THE CALENDAR! Starting in March EVERYONE (crew included) will be called Tuesday- Thursday!

Parent Volunteers

The more the merrier! Please make sure ALL parents fill out the Volunteer Sign-Up Genius. Please try to sign up for at least 3 slots for either the show/tech or rehearsal slots. The students and I appreciate your time.

FINAL CHECKLIST BEFORE FIRST CREW MEETING! (TASKS)
☐ Make payment for fees either via check or online
☐ Fill out the Crew Form on the Musical tab on the PTA website
☐ Read, review, and sign THIS CONTRACT. (Bring to First Meeting date TBA)
Wolfpack Productions Crew Contract
Please tear out this page only and bring this completed form with you to the audition.
I have performed all the prior tasks listed in the above packet. I have read and understood the packet and agree to bring my best attitude and personal commitment to this show.
Student Signature
Parent Signature
Date

Crew Descriptions and Responsibilities

Stage Management/Production Assistant (3)

Will work hand in hand with the Director, AD and MD in this is very demanding position. They must be at EVERY performance, all rehearsals and production meetings. This person needs to be good at following directions, following up with tasks and completing tasks on time. They will learn how to develop a cue to cue sheet, make call lines for actors, create rehearsal reports, and create a Stage Manager Kit and Prompt Book.

Set Designers (2)

Will work with Assistant Director and Adult Volunteer who is in charge of sets as well as the charge artists. They will be responsible for directing the set crew in order to accomplish the set tasks. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 3 people in this position, one always needs to be at tech week.

Light Designers (2)

Will work with the Assistant Director, the High School Light Designer and Adult Volunteer. They will get to deliberate their ideas and visions for lights for the show during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Charge Artists (2)

Will work with the Assistant Director and Adult Volunteer in designing the painting of the set and directing the painting/set crew in order to accomplish the painting tasks as decided in the production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Costume Designer (2)

Will work with the Assistant Director and Adult Volunteer who is in charge of costumes as well as the makeup designer. They will be responsible for directing the costume crew in order to accomplish costume tasks as decided in the production meetings. They will get to deliberate their ideas and visions for the costumes for the show during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Makeup Designers (2)

Will work with the Assistant Director and Adult Volunteer who is in charge of makeup as well as the costume designer. They will be responsible for directing the makeup crew in order to accomplish costume tasks as decided in the production meetings. They will get to deliberate their ideas and visions for the makeup during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Prop Masters (2)

Will work with the Assistant Director and Adult Volunteer who is in charge of props as well as the costume designer. They will be responsible for directing the prop crew in order to accomplish prop tasks. They will get to deliberate their ideas and visions for props during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Sound Designer (2)

Will work with the Technical Director and Adult Volunteer who is in charge of sound. They will be responsible mics during the run of the show, direct the sound crew in order to accomplish sound tasks. They will get to deliberate their ideas and visions for the sound during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week.

Set Building and Paint Crew (Scenic Painting)

This crew will be the largest and most flexible with commitment. On this crew you will help with the set build task set forth by the set designers. You are expected to do as directed while working during rehearsals and to stay on task. Crew may also assist paint crew and/or props depending on tasks. Duties can and will include: Help build parts of the set, create a backdrop, cleanup each day at the end of rehearsal, and more tasks determined by set designer. This position has flexibility, 100% attendance is not necessary, this position is not required for tech week or performance.

Prop Team

Will be in charge of prop management during shows, making sure props are where they need to be. Prop crew may also help out with sets if needed by the set designer. Prop crew is responsible for notifying actors where props are to be placed. Prop team is expected to do as directed while working during rehearsals and to stay on task. This position is 'on-call' and needs to come to rehearsal when called, this position is not required for tech week or performance, but may be requested.

Costume Crew

Will assist the Costume Designer build costume lists, inventory costumes, help with fittings, and will help with costume management and quick changes during the show. Costume crew is responsible for notifying actors where costumes need to be placed. Costume crew will also work with the makeup crew. Crew is expected to do as directed while working during rehearsals and performances and to stay on task. This position is 'on-call' and needs to come to rehearsal when called, be at every tech rehearsal and performance.

Run Crew

Run crew is in charge of helping move sets, props, costumes, and curtain. This crew essentially makes the show "run" smoothly. Crew is expected to do as directed while working

and to stay on task. This crew is directed by the Director, Assistant Director and Stage Manager to complete all duties assigned, all crew must wear all black, and help in all scene changes. Run Crew can be on other crews in the beginning but they must be at EVERY performance and all tech rehearsals.

Spot Light Operators (2)

These students are part of the lighting crew, they will work spot light during rehearsals and performances. During the show they will be on headset and must learn/know their cues. They will move the spot with an adult supervisor. This position is 'on-call' and needs to come to rehearsal when called, and be at every tech rehearsal and performance.

Light Board Operators (1-2)

This crew is considered part of the lighting crew. During the show they will help operate the light board with an adult supervisor. They will be on headset and must learn/know their cues.

Sound Crew

This crew is in charge of procuring sound effects for the show, inventory mics and batteries, making sure mics are properly equipped on actors, help run the sound board with an adult supervisor, and following direction of tasks as decided by the Sound Designer. This position is 'on-call' and needs to come to rehearsal when called, they must be at EVERY performance,

Make-up Crew

This crew is in charge of applying makeup on actors during the show. They will learn stage makeup techniques as taught by the Director. This position is 'on-call' and needs to come to rehearsal when called, and they must be at EVERY performance and dress rehearsals.

Ushers/House Manager

These positions are the same except House Manager is directing the Ushers. This crew is responsible for passing out programs at all shows, making sure audience obeys the rules of the auditorium, relay any audience incidents to SM, and assist guests to their seats. They are required for one Tech rehearsal for each cast and then must attend all shows.

Marketing Crew

This position is new to this year. We are looking for students to help put together the playbill, sell ads, and distribute show posters. This position will assist in communicating with Adult Volunteers in charge of the playbill and the Wolfpack Facebook Page. Students are encouraged to come up with creative ways to spread the word about our show and will learn the marketing side of producing a show. This position is 'on-call' and needs to come to rehearsals when called, and does not need to necessarily be at tech week or performances