

Tech Crew Requirements

The Complete Works of William Shakespeare (Abridged)

1. I will arrive and sign-in with the **Stage Manager** 10 minutes prior to all rehearsals, calls, and performances; furthermore I will be picked up / leave from all rehearsals, calls, and performances within 15 minutes of their conclusion. Failure to be picked up on time will result in not being selected for future productions and/or removal from the current production.
2. ***I will not leave the work / rehearsal / performance area for any reason without permission from Mr. Stephens. This includes but is not limited to leaving the school to get food, etc...***
3. I will not miss any tech rehearsals, dress rehearsals, performances, photo calls, or STRIKE. I will be available for any brush-up rehearsals if given at least one week notice by Mr. Stephens. **I also understand that if a conflict arises after the crew list has been posted (for any reason) I must submit the conflict in writing to Mr. Stephens at least 1 week in advance for prior approval.**
4. When working in the scene shop or on any aspect of the show that requires a proper dress code, I will wear the following: **Shirt** (Long Sleeve or Short that can get paint on it), **Pants** (They must adhere to the DCSS dress code, and you must be able to get paint on them), **Close-Toed Shoes** (Preferably boots, or shoes that will absorb any kind of shock if something were to fall on your toes) **NO FLIP FLOPS!!! IF YOU WEAR FLIP FLOPS FOR ANY REASON IN A WORK AREA YOU WILL BE ASKED TO LEAVE THE TECH REHEARSAL!!!**, **No Jewelry** (Necklaces, or any dangly jewelry hanging from ears, neck, or wrists must be put away before we begin working), **Hair** (Hair must be pulled back into a ponytail, and free from obstructing your vision), **No Cell Phones or Ear Buds/Headphones in Work Area** (Please keep these things put away during the Tech Rehearsal. Mr. Stephens will collect these at the beginning of practice, and give them back to you at the end).
5. Do not invite friends to tech rehearsals. If your friends want to join the DCHS Theatre Department and work on shows, they must fill out a Tech Application prior to any tech rehearsal, and must get approval from Mr. Stephens to be there. Mr. Stephens is responsible for the individuals who stay after school, and you must follow this procedure!!!
6. I will clean my area and put away any equipment/props/scenery used during the production immediately following the rehearsal/performance, and then I will be allowed to leave rehearsal/performance. **Family/Friends must remain in the house or lobby until I have completed these tasks. Under no reason should they be invited backstage or into the dressing rooms.**
7. I will wear all **black clothing and close-toed shoes (if a crew member)**, or a **white top, black bottoms and shoes (if ushering or working in the front of house)** to all dress rehearsals and performances. **I understand that these clothes must be appropriate under the school dress code.**
8. **I WILL NOT TALK** backstage. I will bring homework to work on if I am not needed instead. *Furthermore, I will turn off my cell phone prior to rehearsal/performance.* Failure to do so will result in a warning with consequences (i.e. houses, pushups, etc...). If the behavior continues a second time, you may be asked to leave rehearsal, and possibly even be removed from the production.
9. I will write all my cues in my script in pencil as they are assigned, and I will correct them as needed. I will complete **all homework** as assigned and turn it in at the **beginning** of the rehearsal it is due. If I fail to bring my homework to rehearsal I may not attend

rehearsals until I am current on all homework, even if it has been assigned in my absence. **Any absences** will be counted **unexcused**.

- 10. If I am suspended from school I cannot attend rehearsal and I may be removed from the production. If I am absent for any reason other than a pre-approved conflict it will be counted as an unexcused absence (this includes illness, last minute conflicts, etc.). If you will not be at rehearsal you or your parent must contact Mr. Stephens directly, via email, telephone, writing, or in person. **Do not ask another student to text/tell Mr. Stephens you will not be at rehearsal.** If I am absent for any reason, I still need to makeup any homework I have missed. **Typically, if I am well enough to be at school, I am well enough to be at rehearsal.** I also understand that after my 2nd unexcused absence I will be on probation. After my 3rd unexcused absence I will be removed from the production. Furthermore, if I am more than 10 minutes late to a tech call this will be counted as an unexcused absence.
- 11. **I understand that there is an activity fee of \$75 to participate in this production for some backstage assignments. I will participate in fundraisers to cover this fee or I will pay for this out of pocket. I also understand that I am required to pre-sell a minimum of 10 tickets to participate. If I fail to pre-sell tickets or provide my activity fee, I will be removed from the production and may not be able to participate in future productions.**
- 12. Mr. Stephens is the only **Director/Technical Director**. I will not give other cast/crew members notes, direction or suggestions. I **WILL** tell Mr. Stephens if I have any suggestions or concerns on an individual basis **after rehearsal/notes** instead. I **WILL** tell cast/crew members what a good job they are doing! I will be **respectful** to the **Stage Manager, Assistant Stage Manager, Actors** and anyone else working backstage in the production including, but not limited to, other teachers/parents/community volunteers. I will not invite any guests to the rehearsals without prior (1 week) permission from Mr. Stephens.
- 13. I will keep up with all classroom assignments and I will maintain a passing grade in all my classes. I will be respectful to my teachers and fellow students, and I will not be referred to the administrators for discipline problems. I will comply with all the policies of the DCHS student handbook.
- 14. I give the DCHS Theatre Department/DCHS Theatre Guild permission to post photographs of (myself/child) in current/past productions on the Douglas County High School Website, DCHS Theatre Guild Facebook page, and any other website that is affiliated with DCHS Theatre for the promotion of the organization.
- 15. **PERFORMANCE DATES (January 18, 19, 20 @ 7 p.m. January 20 & 21 @ 2 p.m.)**

I will adhere to the above requirements. If I fail to follow them, my actions will result in consequences, which include “running houses”, push-ups, cleaning the theater, a discipline referral, removal from the production, or being unable to participate in future productions.

Print Name _____ Date _____

Signature _____ Date _____

Parent /Guardian Name _____ Date: _____

Parent /Guardian Signature _____ Date: _____

Updated 11/6/17