

MACBETH

C R E W I N F O R M A T I O N

What are Crew Head positions?

Costume Head: Assist with fittings, help build costumes as needed. Help to lead the shop in building and pulling all costume related items. Head the wardrobe crew during tech rehearsals and performances, including overseeing the dressing rooms, quick changes, repairs, and other costume related duties.

Head Carpenter: Oversee and supervise carpentry aspects of scenery. Lead the deck crew during tech rehearsals and performances.

Student Master Electrician: Assist Lighting Designer in supervising student crews during lighting calls. Assist in programming light board. Perform dimmer checks and run light board for tech rehearsals and performances. May need to work closely one-on-one with LD to discuss and review plans and techniques in addition to regular crew calls.

Paint Lead: Oversee and supervise paint aspects of scenery. Work closely one-on-one with Scene Designer to discuss and review painting techniques in addition to regular crew calls.

Prop Master: Assist in developing prop list, research build items, research shopped items, pull and assist in procuring and building props. Head the prop crew for tech rehearsals and performances.

Publicity Coordinator/House Manager: Assist in creating and distributing all production publicity. Coordinate t-shirt distribution to cast & crew. Manage ushers, and supervise the front of house during productions.

Sound Lead: Assist the Sound Designer during load-in, tech rehearsals and performances. Serve as principal board operator for performances.

What are Production Crew areas?

Costume/Prop: Duties may include: hand/machine sewing of costumes, pull costumes/props from storage, build/paint props and set dressing.

Lighting: Duties may include: hang, cable, and focus all lighting equipment, pull/cut color filters. May be required to climb ladders and work from heights.

Scenery: Duties may include: general carpentry and construction, use of hand and power tools, rigging, general painting, and scene painting.

Sound: Duties may include: setup, configuration of microphones, speakers, running of cables, voice-over recording and reconfiguring the space for specific production needs. You will have the opportunity to learn/run Q-Lab for soundtrack, underscoring, and other sound effects.

Other Leadership Opportunities - Whilst these positions are not always available, the Department Head may choose to promote an exceptional leader if the production is in need of one of the following positions:

Assistant Lighting Designer: Assist the LD with conceptualizing and plotting lighting schemes that support the artistic vision of the Director. Works closely with the Lighting Design Mentor to define light plot, instrument use and how to create various looks to support the performance..

Assistant Technical Director: Assists the Technical Director in determining/maintaining schedule for builds. Responsible for working with the ASM(s) to organize backstage storage for any set/prop/costume changes as the production requires. Also serves as secondary Head Carpenter for the show. Reports directly to the TD/Scenic Designer.

Dramaturge: Traditionally, this position is reserved for those interested in studying and supporting the historical applications of the production. As the traditional definition is evolving, we utilize the person interested in this position to create (if needed) a dynamic lobby display to help support the artistic vision of the production. This position may be an extension of the Publicity Coordinator if the student is interested.

What are Crew Interviews?

Students who are wishing to apply for a CREW HEAD POSITION, or if this is your FIRST PRODUCTION must attend a crew interview on **January 8th, 2019**. This is a brief (5 minute) meeting with the Technical Design Staff that help determine leadership opportunities and personal interests in the production. ***If you only wish to be a part of the PRODUCTION CREW (and this is not your first production), you are not required to attend these interviews. Submit all paperwork to Mackay by January 8th, 2019.***

NOTE: If you do not submit your crew packet on time, you may not be listed on the Company List upon its posting.

When are the performance dates?

Macbeth performance dates are:

Thursday, February 21st	(10am)
Friday, February 22nd	(4pm and 7:30pm)
Saturday, February 23rd	(4pm and 7:30pm)

When are crew calls?

Crew calls will begin at the discretion of the specific Department Head.

Crew will normally be held after-school Monday through Friday between 3:30 – 6:30pm, with Saturday calls from 10am – 4pm. There are a few dates where a different crew schedule is possible – please see the potential crew calendar for specific details. An extended crew schedule may begin before the tech process until the opening performance as we introduce and rehearse technical elements. Your Department Head will inform you a minimum of 24 hours before a change.

**** Please note:** All company members are expected to participate in the production of this show. Crew Heads are expected to attend **every day** when there is a posted call unless prior notice is given, and Production Crew members are expected to attend a **minimum of four calls** each week unless prior notice is given, regardless of the area. While the bulk of the work will focus on the particular production area, crew participation will not be exclusive to that area.

Please be aware that we try our hardest to release right at 6:30, but there are times we need an extra 5-10 minutes to complete a project or store construction elements for the following day.

Where and when will the crew list be posted?

The cast, crew head and production crew list will be posted at our Niles West Theatre Website:

www.nileswesttheatre.com

To find the cast/crew list, please click on the “callboard” page under the “students” tab on the website. The cast/crew list will also be posted on the Niles West Callboard located in the hallway by the Dressing Rooms.

CREW POSITION INFORMATION

Name: _____

Crew Leadership Position (Use this space **only** if you are applying for a Crew Head position)

1) _____

2) _____

3) _____

Production Crew (**Mark your preference in order from 1-4.** If you do not mark a preference, you will not be considered)

Costume/Prop _____

Scenic/Deck _____

Sound _____

Lighting _____

CONTACT INFORMATION

Address: _____

City/Zip Code _____

Phone: _____

Email _____

Year in School _____

ID # _____

T-Shirt Size _____

Parent/Guardian Name (s) _____

Parent/Guardian Phone Number _____

Parent/Guardian Email _____

Special Dietary Restrictions/Allergies _____

Are you Vegetarian? Y / N

Crew Contract

- (1.) CONFLICTS: The student has filled out a conflict sheet. We have read the statements regarding conflicts and understand that any conflicts in addition to those listed on the conflict sheet can be grounds for dismissal from the production.
- (2.) UNEXPECTED ABSENCES: Any crew missed that was not pre-arranged on the conflict sheet is considered an unexpected absence. This includes crew missed due to absences from school or appointments and conflicts that were not known at the time the contract was completed. Students are allowed 1 unexpected absence. After the 2nd unexpected absence the student can be removed from the production at the discretion of the director. Any student missing crew, or needing to leave early is expected to call or email Mr. Sinclair (847.626.2638) or Mackay (847.626.2639) before 11am.
- (3.) ATTENDANCE AT CREW: All crew heads must be available for **all posted crew calls** unless prior notification is given. All production/running crew members must attend **at least four days of crew a week** unless prior notification is given. General crew calls are from **3:30-6:30 M-F** and **10:00-4:00 Saturday**. **Note to parents:** We attempt to release crews right at 6:30, but there may be times that we need an extra 5-10 minutes to finish a critical project step or complete equipment storage for the next day.
- (4.) ATTENDANCE AT REHEARSALS AND PERFORMANCES: In order to participate in crew or performances, students must be in school for at least 4 consecutive periods. If this attendance requirement is not met, students will not be allowed to participate that day – even if it is a performance. It is our expectation that no student will miss ANY school during tech week, performances or strike unless it is an extreme emergency.
- (5.) STRIKE: Attending strike is MANDATORY for the cast and crew members. No conflicts are allowed during strike without pre-approval from your department head. Missing strike – even due to illness – doubles your strike hours. **Hours must be completed before a student can receive their Thespian points for that show.**
- (6.) DROPPING A SHOW: If you choose to drop out of a show the following consequences will occur: a) you will be not allowed to audition for the next production and b) you and your parent/guardians will be required to attend a meeting with the theatre director.
- (7.) ACADEMIC ELIGIBILITY: Your school work comes first and it is our expectation that you keep your grades up during this production. If your grades begin to slip during crews and performances there can be consequences, including sending students to the Literacy Center or in the extreme removing the student from the show.
- (8.) *ENSEMBLE EXPENSE:* Each student will be charged \$15 for participation in the show. For this fee, you will receive a production t-shirt and tech week snacks. Please be aware that there could be some additional expenses incurred during this production. This can include shoes, make-up, hair goods, etc. If a student has financial issues that could prevent him/her from purchasing items, we will find ways to help the student pay for them.
- (9.) ENSEMBLE EXPECTATIONS: We expect students to behave in a professional manner. The reality of working as a team is that at times we all experience frustrations. However, it is expected that all ensemble members react to their frustrations in an appropriate manner. This means no slanderous or hurtful statements will be made about any ensemble member in any form including verbal, written or electronic. If this expectation is violated, there will be consequences which could lead to the removal from the production.

ANY VIOLATION OF THESE RULES CAN AFFECT YOUR STATUS AS A THESPIAN.

*By signing below we accept the responsibilities of being a part of this production
and will do everything within our power to fulfill them.*

PRINT STUDENT NAME _____

ID # _____

Student Signature

Parent/Guardian Signature

Crew Conflict Sheet

Macbeth

There is a complete crew schedule on the reverse side of this sheet. It indicates the **maximum** number of days and the **maximum** number of hours that crew will be held for this production. *Depending on the size of your role, you probably will not have crew on all of these dates/times.*

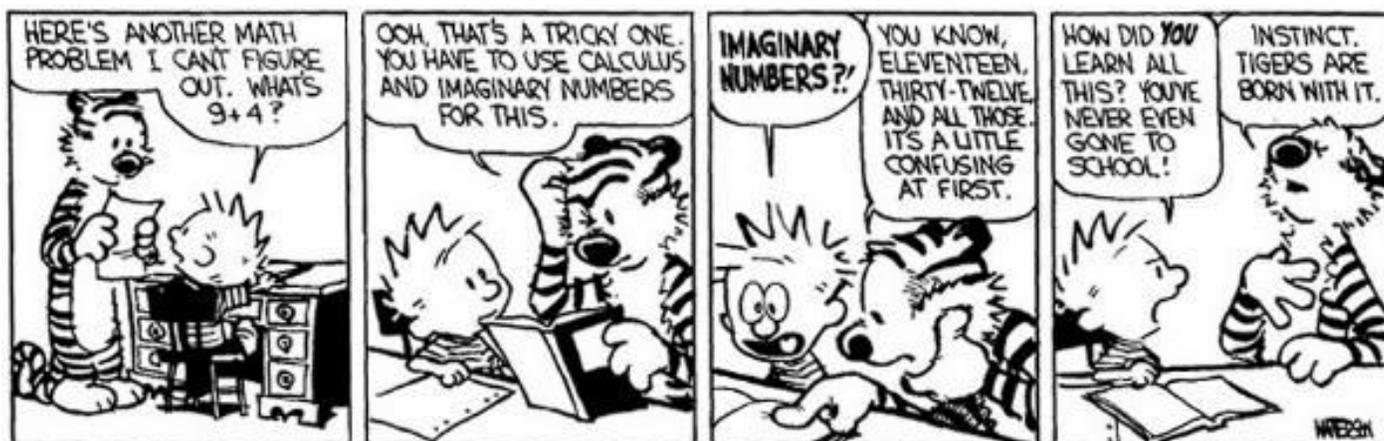
Producing a play is a complex process. In order to have a successful production, it is necessary for all students to be available as often as possible during the scheduled crew times. Advance planning is necessary in order to coordinate the schedules of performers, technicians and staff in order to use everyone's time as efficiently as possible. We recognize that students participate in other activities in addition to this production. It is our goal that we will work with sponsors, coaches and employers to allow participation in other activities to the greatest extent possible.

Conflict calendars will be made available at the first company meeting. If you know of any conflict dates at this time, please bottom/back of this sheet to list any days that you CANNOT attend crew. **Please be sure to list all music, sports, co-curricular, ACT prep class, doctor and work conflicts. Include specific times as well as dates.**

Remember that only the conflicts listed on the crew schedule will be honored and **NO CONFLICTS can be honored after the determined date for the production.** This is the beginning of the Technical Rehearsal process and includes our dress rehearsals and performances. It is for the safety of all actors and technicians that attendance is mandatory at these rehearsals.

We understand that unforeseen circumstances may occur and cause a student to have additional conflicts. It is our intention to work with students and parents should the need arise on a case-by-case basis.

*Please have your parent(s)/guardians review this information in its entirety. Both the student and parent/guardian need to read and sign the crew contract. This sheet is to be returned by **January 8th, 2019.***



Conflict Calendar

Macbeth

Name: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/13	1/14	1/15 Open Crew Call to anyone not in callbacks (Get a head start on crew hours)	1/16 First Day of Crew	1/17	1/18 Jr. High Band Day	1/19
1/20	1/21 No School	1/22 C&A Night	1/23 Orchestra Odyssey	1/24 College Info Night	1/25	1/26
1/27	1/28	1/29	1/30	1/31 Jr. High Art Show	2/1	2/2
2/3	2/4	2/5	2/6	2/7	2/8 International Fest	2/9
2/10	2/11 Performance in Auditorium	2/12 NO CONFLICTS Final Push - Crew Extension to 7:30 -----	2/13 -----	2/14 -----	2/15 -----	2/16 Tech - 9-5 SERIOUSLY... NO CONFLICTS ----->
2/17	2/18 NO SCHOOL Schedule TBD No Conflicts	2/19 Tech-Dress 3:30-9:00PM -----	2/20 -----	2/21 10AM Performance -----	2/22 4 & 7:30 Performance -----	2/23 4 & 7:30 Performance ----->
2/24	2/25 Strike No Conflicts 3:30-6:30PM	2/26 Strike No Conflicts 3:30-DONE	2/27			

We understand that unexpected life events come up...make sure you communicate those to us the moment you know of a conflict.

Please include as much information as possible. For example: 'Need to take 6PM Bus M,W,F.'