

# *Fiddler on the Roof*

## **TECHNICIAN INFORMATION PACKET**

Thank you for your interest in being a part of our technical crew for *Fiddler on the Roof*. Below you will find information about becoming a technician, as well as your responsibilities and expectations.

### **INTERVIEW INFO**

General interviews for tech crew will be held on **Tuesday, January 21<sup>st</sup> from 3:00-5:00** in the drama room. Sign up for an interview using the sign-up sheet on the door. You must have your technical application completed online prior to your interview. You can find the link on the Casteel Theatre Company website. Prior technical theatre experience is **not required**.

The crew list will be posted on our website by 9 pm on January 21st.

### **ATTENDANCE POLICY**

**Prior to completing your application/interview, please review the attached calendar.** On your application, please list any conflicts. Conflicts do affect selection, and unexcused absences will not be tolerated because of the negative impact on the production and scheduling process.

More than one unexcused absence or more than two excused absences may result in your termination from the crew. An absence will be considered excused if your parent/guardian contacts Mrs. Pitner prior to the meeting time, and the reason for your absence includes serious illness or a family emergency. Please avoid scheduling appointments or work during rehearsal times, as those will not be considered excused absences. **Absences during tech/show week will likely result in removal from the show.**

### **PARENT HELP**

If selected, your parents/guardians will be asked to help. This is a big show, so we really need all the help we can get! There are a variety of jobs that we need parent help for, including box office, water bottle donations, providing dinner for dress rehearsals, backstage help, and more! It is a great help to the directors and to the program when parents are involved.

### **ACTIVITY FEE**

All members of the cast and crew must pay the \$25 drama club fee in the bookstore. If you have already paid the fee this year, you are good to go! The fee is nonrefundable and will need to be paid in the bookstore no later than January 24. Failure to pay this fee will result in your termination from cast or crew unless prior arrangements have been made with Mrs. Pitner. Students (and parents!) can also purchase a show shirt for \$10 in the bookstore. This is optional, but a great way to show support for our show!

*\*Students in Technical Theatre 1 & 2 will pay a \$10 fee for the show t-shirt as they have already paid a class fee.*

### **FIRST READ-THROUGH: MANDATORY**

All cast and technicians will be expected to attend the first read-through on **January 22 from 2:30-5:30**. Failure to attend the read-through will result in removal from the crew.

At each meeting, students are expected to bring snacks, water, and **appropriate attire for their job**.

Thank you for preparing for *Fiddler on the Roof* technical interviews. We look forward to seeing you soon!

# TECHNICAL CREW DESCRIPTIONS

Below you will find a description for each crew on our technical team. If your crew has a crew head, you will go to them with questions. All crews also report to the stage manager and the head technician.

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**SET CREW** Set crew is responsible for the building and painting of the set for the show. This crew involves the use of power tools. Set crew members should be detail oriented and able to work with a team. A willingness to learn is necessary. Power tool and painting experience is a plus.

**PROPS CREW** The props team is a part of the set crew that works to acquire and maintain all properties for the show, either by making them or buying them. The props team must consider the period of the play when creating and finding these pieces. The props team will work on the set when needed.

**COSTUME CREW** Costume crew is responsible for acquiring all costumes required in the show, either by making them or purchasing them. The costumers must consider the period of the piece, as well as each character's needs. Sewing experience is a plus! \*Note that there will most likely be additional costume meetings scheduled depending on the needs of the show

**BACKSTAGE CREW** The backstage crew is responsible for bringing set and props pieces on and offstage during the run of the show. Crew members must be able to lift heavy items (with help) and move quickly and quietly. Backstage crew members are required to attend all tech and dress rehearsals, as well as all show nights. If you have a conflict with one of those evenings, we ask that you do not apply for this position for this show. On show nights, backstage crew members will dress in black from head to toe – no other colors, even shoes. Please plan accordingly.

**FRONT OF HOUSE CREW** The front of house crew is responsible for managing ticket and concession sales, as well as ushering guests to their seats. Members of this crew should be able to do basic math in their heads and work quickly with money. People skills are required – you must be courteous and helpful to all guests at all times. Front of house crew is required to attend all show nights, as well as the dress rehearsal on November 20th. If you have a conflict with one of those evenings, we ask that you do not apply for this position for this show. On show nights, front of house crew members must dress in black & white business casual attire – you should look sharp and professional! Please plan accordingly.

**HAIR & MAKEUP CREW** Hair & Makeup is the team that creates the hair and makeup for the show. Prior experience is a definite plus. The hair and makeup crew will need to attend all tech and dress rehearsals, as well as all show nights. If you have a conflict with one of those evenings, we ask that you do not apply for this position for this show.

**LIGHTING & SOUND CREW** The lighting crew is responsible for helping to implement the design of the lighting elements of the show, as well as running the light board during the show. The sound crew is responsible for finding sound effects for the show, as well as running the sound board during the show. Lighting & Sound crew members must attend all tech and dress rehearsals, as well as all show nights. If you have a conflict with one of those evenings, we ask that you do not apply for this position for this show.

**WARDROBE CREW** The wardrobe crew is responsible for helping with organization and upkeep of costumes during the run of the show. This includes washing, ironing, and sewing if needed. Additionally, wardrobe crew members will help with any quick changes backstage.

# TECHNICAL CREW LEADERSHIP

These positions require more time and energy, as well as leadership, organizational, and people skills. You will have more responsibility and will work more closely with the directors. In order to apply for these positions, you need to have been involved in at least one Casteel Theatre Company production. Crew leads must be in High School.

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**COSTUME/WARDROBE MANAGER** The costume manager is responsible for making sure all costumes are acquired and taken care of. The costume head helps to make sure the designer's vision is brought to life, and that each costume meets the theme and period of the production. The costume manager also ensures the costumes are organized, labeled, clean, and put away when not in use. This job often requires time outside of rehearsals to procure costumes. The costume manager is required to attend all dress and tech rehearsals, as well as all performances and will oversee the costume and wardrobe crews. \*Note that there may be additional costume meetings scheduled depending on the needs of the show.

**HAIR & MAKEUP MANAGER** The hair & makeup manager is the person responsible for making sure that all hair & makeup needs are met. This includes ensuring that all designs are completed, and all necessary supplies are purchased. This person must feel comfortable communicating with directors about the needs of their crew. The hair & makeup head should have experience doing theatrical hair & makeup, so that they can assist the members of their crew when needed. The hair & makeup head is also responsible for overseeing the makeup room during technical rehearsals, dress rehearsals, and the run of the show.

**HOUSE MANAGER** The house manager is responsible for overseeing the front of house crew. They must be responsible and trustworthy, as they oversee ticket and concession sales and count the money at the end of the night (with the director). The house manager is responsible for attending all show nights and making sure that our customer service is top-notch!

**PROPERTIES MANAGER** The properties manager is the person responsible for overseeing the design and acquisition of all properties used in the show. The properties manager works with the scenic designer to make sure that each prop meets the vision of the production. It is imperative that this person feel comfortable communicating directly with the directors and with their team. During the run of the show, the props manager also ensures the props are organized, labeled, cleaned, and put away when not in use. This includes creation of the props table. This job often requires time outside of rehearsals to procure properties. The props manager is required to attend all dress and tech rehearsals, as well as all performances.

## **NEW THIS SEMESTER:**

# **PUBLICITY CREW – VERSION 2.0**

*Are you creative? Do you have artistic ability? Know your way around a camera? Got some skills in Microsoft Word/Publisher/Photoshop? Passionate about CTC?!*

**Then WE WANT YOU!**

Starting with this show, our Publicity Crew will not only be helping us publicize our mainstage show but will also be working to make sure that **all** Casteel Theatre Company events are publicized. This includes improv shows, the 24 Hour Play Festival, and more! This crew will work closely with the director to help spread awareness about all the amazing things Casteel Theatre is doing! By joining this crew, you are committing yourself to participating in publicity crew for the entire semester. But Pitner's promise – we'll have fun! 😊

### **Who can apply?**

- High school students (especially those who are creative and driven!)
- 8<sup>th</sup> graders who are in Theatre Workshop or Jr. High Tech Basics can apply with Mrs. Pitner's permission.

### **When will we meet?**

- Biweekly during Wednesday conference hour (non NHS days)
- Occasional Friday lunch meetings in Mrs. Pitner's room

### **Please read below for the crew/manager descriptions:**

**PUBLICITY CREW** The publicity crew is responsible for publicizing the show. This crew is responsible for creating the posters, commercials, programs, and tickets for the show. Creativity and people skills are definite plusses for this position! Experience with Microsoft Word, Microsoft Publisher, Photoshop a plus. Ability to draw is appreciated, but not required! Must be able to work closely with a team and should feel confident contributing ideas. This crew gets everyone hyped for the show, so should be passionate about getting people to come to the theatre!

**PUBLICITY MANAGER** The publicity manager oversees the publicity process for the show. He/she oversees the publicity team, and is responsible for helping to design and create posters. The publicity manager is also responsible for the design and production of the program and the tickets. This requires collecting bios and headshots, as well as using Microsoft Publisher to create a program. The publicity head must be organized, attentive to detail, and motivated. This position will probably require time outside of meetings to complete the work required. The publicity manager must be aware always of the timeline for the production to ensure that publicity helps build excitement for the show.

# January

Monday	Tuesday	Wednesday	Thursday
13 Auditions	14 Auditions	15 Callbacks	16 Callbacks
20 NO SCHOOL	21 <b>TECH INTERVIEWS!!!</b>	22 First Read-through & Headshots!! 2:30-5:30  <b><u>All Crew Called!</u></b>	23 Tech Meeting 2:40-3:30 pm <b><u>All Crew Called!</u></b>  Costume Crew: Female Actor Measurements 3:30-5:30  Crew Heads Meeting: 4-5:30
27	28 Set/Props 3:00-6:00  Costume Crew: Male Actor Measurements	29 Set/Props 3:00-6:00	30 Costumes, Hair & Makeup 3:00-5:00  <b>ACTIVITY FEE DUE TO BOOKSTORE</b>  <b>TECH CONTRACT DUE TO HEAD TECH!</b>

### January Checklist:

- Have you paid your activity fee?
- Have you turned in your tech contract?
- Have you signed up for the tech Remind?

### Reminders:

- Headshots will be taken for the program on January 22. These pictures will appear in the program, so please follow dress code & look your best. No spaghetti straps, bro tanks, or off-the-shoulder tops. Thank you!
- Please review the attendance policy!!!

# February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Production Mtg 2:30-3:30	4 HALF DAY  Costumes 12:30-3	5 Set Crew 3:00- 5:30	6 Set/Props 3:00- 5:30	7 Publicity – C Lunch-ers Only!	8 Goodwill Day!! (Queen Creek & Higley)
10	11 Set/Props/ Costumes 3:00-6:00	12 Publicity – Conference  Set/Props 3:00-5:30	13 Costumes 3:00-5:30	14	15
17 No School	18 Set/Props/ Costumes 3:00-5:30	19 Set/Props 3:00-5:30	20 Costumes 3:00-6:00	21 Publicity – C Lunch-ers Only!	22
24	25 Costumes 3:00-5:30	26 Publicity – Conf  Set/Props 3:00-5:30	27 Set/Props/ Costumes 3:00-5:30	28	29

# March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Production Mtg 2:30- 3:30	3 Costumes 2:30-4:00	4 Set/Props 3:00-5:30	5 Set/Props/ Costumes 3:00-5:00	6 Publicity – C Lunch-ers Only!	7
9	10 Build Day – TBD.	11 Costume Connections?	12	13	14
16	17	18	<i>Spring Break – Get Rest!</i>		21
23	24 Set/Props/ Costumes 3:00-6:00	25 Publicity- Conference  Set/Props 3-6 pm	26 Costumes 3:00-6:00	27	28 Build Day - TBD

# April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Production Mtg 2:30-3:30	31 Set/Props/ Costumes 3:00-6:30	1 Set/Props/ Costumes 3:00-6:30 <b>Costumes &amp; Set Finished</b>	2 Full Run 3-6 pm <b>All Run Crew Called</b>	3 Publicity – C Lunch-ers Only!	4 Dry Tech 12-4 pm
6 Tech Rehearsal – Act 1 3:00-6:30 pm	7 Tech Rehearsal – Act 2 3:00-6:30 pm	8 Publicity – Conf  Dress Rehearsal 3:00-7:00	9 Dress Rehearsal 3:00-7:00 <b>Publicity Filming</b>	10 NO SCHOOL	11
13 Dress Rehearsal 2:30-6:30	14 Dress Rehearsal 4-9 pm  Gammage Judges Attending	15 Dress Rehearsal 4-9 pm  Gammage Judges Attending	16 Dress Rehearsal 4-9 pm  Gammage Judges Attending	17 Please rest.	18 Please, please rest. And drink water.
20 <b>Run Show</b> (no costumes, hair/makeup) <b>3:00-7 pm</b>	21 <b>Dress Rehearsal</b> <b>3:00-8:30</b>	22 DAY OFF. PLEASE REST!	23 <b>SHOW DATE!</b> Matinee for elementary @ 10  Opening Night Call: 5 pm Show: 7 pm	24 <b>SHOW NIGHT</b> Call: 5 pm Show: 7 pm	25 <b>DOUBLE SHOW</b> Call: 12:30 pm Show: 2:30 pm  Call: 5 pm Show: 7 pm <b>STRIKE TO FOLLOW</b> <b>Plan to stay until 11:30</b>

## Who is Called for...

Tech Rehearsals/Dry Tech: Lights/Sound, Backstage Crew, Props Manager. Wardrobe/H&MU Heads called for April 6, 7.

Dress Rehearsals: Above plus hair/makeup crew, wardrobe crew

April 14-16: Front of House called at 5 pm – end of show. Please be dressed properly.

**No Exceptions. Failure to attend may result in removal from the show.**