

Fiddler on the Roof

STAGE MANAGEMENT INFORMATION PACKET

Thank you for your interest in being a part of our production of The Great All-American Musical Disaster. Below you will find information about becoming a stage manager, as well as your responsibilities and expectations.

INTERVIEW INFO

Interviews for stage management will be held on Thursday, January 9th from 2:40-4:00 in the drama room. Sign up for an interview online. You must have your application completed online prior to your interview. You will also need to bring a letter of recommendation to the interview. The stage managers will be posted on our website by 7pm on Friday, January 10th. It will also be posted outside of the drama room on the call board.

STAGE MANAGEMENT RESPONSIBILITIES

The stage manager is the person who keeps track of all aspects of the show. It is their job to keep everyone organized. During technical rehearsals and performances, the stage manager is the one who runs the show and ensures its success. In addition to facilitating communication between directors, actors, and technicians, the stage manager keeps track of all blocking and technical notes, takes attendance, and helps the directors to fill the gaps if needed. He or she is also the person who calls cues during the show. Being a stage manager requires a great deal of time and energy. Actors and technicians will report to the stage management team with any concerns. The stage managers must communicate notes with actors, directors, and designers. This will involve completing rehearsal reports and emailing them to the production team every rehearsal. Stage managers need to be extremely organized and punctual and must have great leadership and teamwork skills.

The Assistant Stage Manager assists the Stage Manager with all of his or her responsibilities. This can include blocking notes, technical notes, taking attendance, being on book, line notes, helping with props, costumes, sound, etc. During the run of the show, the ASM will assist the Head Technician in running backstage. Assistant stage managers also need to be extremely organized, and must feel comfortable leading a team and giving directions to their peers.

To be stage manager, you need to have participated in two Casteel Theatre Company shows – at least one as a technician. In order to be assistant stage manager, you need to have participated in at least one show. You must be in high school to be part of the Stage Management team for the musical.

If selected, you are required to be at all rehearsals and performances, as seen on the attached calendar. The stage manager must also be present at auditions, technical interviews, and any production meetings that are scheduled. At each rehearsal or meeting, students are expected to bring snacks, water, and appropriate attire.

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* Stage Management interviews. We look forward to seeing you soon!

January

***Calendar subject to change**

Rehearsal 3:00-5:30 unless otherwise stated

Monday	Tuesday	Wednesday	Thursday
13 Auditions	14 Auditions	15 Callbacks	16 Callbacks
20 NO SCHOOL	21 TECH INTERVIEWS!!!	22 First Read-through & Headshots!! 2:30-5:30 <u>All Cast & Crew Called!</u>	23 Music Rehearsal: Tradition, Sabbath, Prayer, The Rumor Tech Meeting 2:40-3:30 pm <u>All Crew Called!</u> Costume Crew: Female Actor Measurements 3:30-5:30 Crew Heads Meeting: 4-5:30
27	28 Music Rehearsal: Teveye's Dream, Sunrise, Sunset, Anatevka Set/Props 3:00-6:00 Costume Crew: Male Actor Measurements	29 Music Rehearsal: To Life, If I Were a Rich Man, Teveye's Monologue, Teveye's Rebuttal Set/Props 3:00-6:00	30 Music Rehearsal: Matchmaker, Now I Have Everything, Far From the Home I Love Costumes, Hair & Makeup 3:00-5:00 ACTIVITY FEE DUE TO BOOKSTORE TECH CONTRACT DUE TO HEAD TECH!

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 To Life Choreo 12:30-3 Costumes 12:30-3	5 Act 1 Tradition Choreo Set Crew 3:00- 5:30	6 Bottle Dance Choreo Set/Props 3:00- 5:30	7 Publicity – C Lunch-ers Only!	8 Goodwill Day!! (Queen Creek & Higley)
10	11 Act 1 Scenes 1- 2, Matchmaker Choreo 3-6 Set/Props/ Costumes 3:00-6:00	12 Publicity – Conference Act 1, Scenes 3-5 Set/Props 3:00-5:30	13 Act 1 Scenes 6- 7 Costumes 3:00-5:30	14	15
17 No School	18 Act 1 Scenes 8- 10 Set/Props/ Costumes 3:00-5:30	19 Act 2 Prologue – Scene 2 Set/Props 3:00-5:30	20 Act 2 Scenes 3- 6, Chavelah Ballet Choreo (5:30-7) Costumes 3:00-6:00	21 Publicity – C Lunch-ers Only!	22
24	25 ALL CALL Music Review 3:00-4:30 Costumes 3:00-5:30	26 Publicity – Conf Act 2 Scenes 7- end Set/Props 3:00-5:30	27 Run Act 1 Set/Props/ Costumes 3:00-5:30	28	29

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Production Mtg 2:30- 3:30	3 NO REHEARSAL Costumes 2:30-4:00	4 Run Act 2 Set/Props 3:00-5:30	5 Run Choreo- ALL CALL 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	19	20	21
<i>Spring Break – Get Rest!</i>					
23 No School Choreo Review – ALL CALL	24 ALL CALL Music Review Set/Props/ Costumes 3:00-6:00	25 Publicity- Conference Full Run 3-6 pm Set/Props 3-6 pm	26 Full Run 3-6 pm 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 Full Run 3-6 pm Set/Props/ Costumes 3:00-6:30	1 Full Run 3-6 pm Set/Props/ Costumes 3:00-6:30 Costumes & Set Finished	2 Full Run 3-6 pm All Run Crew Called	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 Publicity Filming	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 Run Show (no costumes, hair/makeup) 3:00-7 pm	21 Dress Rehearsal 3:00-8:30	22 DAY OFF. PLEASE REST!	23 SHOW DATE! Matinee for elementary @ 10 Opening Night Call: 5 pm Show: 7 pm	24 SHOW NIGHT Call: 5 pm Show: 7 pm	25 DOUBLE SHOW Call: 12:30 pm Show: 2:30 pm Call: 5 pm Show: 7 pm STRIKE TO FOLLOW Plan to stay until 11:30