THE GREAT ALL - AMERICAN MUSICAL DISASTER Stage Management Interview Packet HIGH SCHOOL ONLY

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, August 1st from 3:00-5:00 in Mrs. Olson's room – D4. Sign up for an interview online. <u>You must have your technical application completed online prior to your</u> <u>interview. You will also need to bring a letter of recommendation to the interview</u>. Your interview will be with Mrs. Olson and Mrs. Pitner.

The stage managers will be posted on our website by 7pm on Friday, August 2nd. It will also be posted outside of Mrs. Olson's room. If you are selected, please see Mrs. Olson on Monday before school to review your responsibilities for auditions and to get your script. Make sure you have a large binder!

Stage Management Responsibilities

The stage manager is the person who keeps track of all aspects of the show. It is his or her job to keep everyone organized. During technical rehearsals and performances, he or she 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.

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

It is crucial that you read the calendar prior to interviewing. Please list any conflicts on your application. 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 show. An absence will be considered excused if your parent/guardian contacts Mrs. Pitner AND Mrs. Olson prior to rehearsal, and the reason for your absence includes serious illness or a family emergency. <u>Please avoid</u> <u>scheduling appointments during rehearsal and tech times, as those will not be considered excused absences</u>. Absences during tech/show week will likely result in removal from the show.

Activity Fee

Finally, there is a \$25 activity fee for anyone who is cast or crew in the production. The fee covers a t-shirt and helps go towards production needs. The fee is nonrefundable and will need to be paid in the bookstore no later than August 15th. Failure to pay this fee will result in your termination from crew, unless you have made arrangements with Mrs. Pitner or Mrs. Olson.

FIRST READ THROUGH – MANDATORY

All cast and technicians will be expected to attend the first read-through on **Tuesday, August 13 from 3:00-5:30**. Failure to attend the read-through will result in automatic removal from the show.

At each rehearsal, students are expected to bring water, snacks, and a pencil (or five!). The stage managers should be the first person to and the last person to leave rehearsal, so it is imperative that you are organized and bring the supplies that you need to take care of yourself.

Thank you for preparing for *The Great All-American Musical Disaster* stage management interviews. We look forward to seeing you soon!

Alyssa Pitner (Director) Jenny Olson (Technical Director)

A U G U S T R E H E A R S A L / T E C H

12 12 156 Auditions 3:00-6:007 Callbacks 3:00-6:008 Open House91012 12 12 12 1213 FIRST RFAD PAC 3:00-5:001415 Tech Meeting Room D4 3-4 All Tech Called161719 Production Meeting 3:00-4:0020 HALF DAY Production Meeting 3:00-4:0021 Costumes 3-5 FEMALE ACTORS1415 Tech Meeting Room D4 3-4 All Tech Called161719 Production Meeting 3:00-4:0020 HALF DAY Meet at Home Depot on Power Rd. Rehearsal 2-4: Blocking PD, 7-13 PEMALE ACTORS21 Costumes 3-5 FEMALE ACTORS23 2423 242426 Set/Props 3-527 Publicity/ Costumes 3-5 TEXSURE FIENTS – FEMALE ACTORS29303126 Set/Props 3-527 Publicity/ Costumes 3-5 MALE ACTORS293031	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Auditions 3:00-6:00Callbacks 3:00-6:00Image: constraint of the second se				Interviews	2	3
Technical Interviews 3:00 - 5:00PAC 3:00-5:30 ALL CALLRoom D4 3-4 All Tech CalledRoom D4 3-4 All Tech Called3:00 - 5:00ALL CALLALL CALLAll Tech Called3:00 - 5:00ALL CALLRehearsal 3-5: Physicalization/ Character DevelopmentRehearsal 3-5: Physicalization/ Character Development2019 Production Meeting 3:00-4:0020HALF DAY HOTE DEPOT Set/Props 1:30-4 Meet at Home Depot on Power Rd.21 Costumes 3-5 TEASURENENTS - FEMALE ACTORS22 Set/Props 3-5232426 Set/Props 3-527 Publicity/ Costumes 3-528 Costumes 3-5 TEASURENENTS - MALE ACTORS29303126 Set/Props 3-527 Publicity/ Costumes 3-528 Costumes 3-5 TEASURENENTS - MALE ACTORS293031	5	Auditions	Callbacks	8 Open House	9	10
19 Production Meeting 3:00-4:0020 HALF DAY21 Costumes 3-522 Set/Props 3-52324PROPS LIST DUEHOME DEPOT Set/Props 1:30-4 Meet at Home Depot on Power Rd.FEMALE ACTORSSet/Props 3-5Set/Props 3-52324Rehearsal 2-4: Blocking Pp. 7-13Rehearsal 3-4: Set/Props 3-5Rehearsal 3-5: Blocking Pp. 13-19Rehearsal 3-5: Blocking Pp. 13-19Rehearsal 3-5: Blocking Pp. 13-19303126 Set/Props 3-527 Publicity/ Costumes 3-528 Costumes 3-529303126 Set/Props 3-5Rehearsal 3-5:MALE ACTORSRehearsal 3-5:293031	Technical Interviews	PAC 3:00-5:30	14	Room D4 3-4 All Tech Called ACTIVITY FEE & CONTRACTS DUE Rehearsal 3-5: Physicalization/	16	17
Blocking Pp. 7-13Blocking Pp. 13-19Image: Constant of the second s	Production Meeting 3:00-4:00	HOME DEPOT Set/Props 1:30-4 Meet at Home Depot on Power Rd.	Costumes 3-5 MEASUREMENTS _	22 Set/Props 3-5	23	24
		Blocking Pp. 7-13 27 Publicity/	Costumes 3-5 MEASUREMENTS _	Blocking Pp. 13-19	30	31
		Rehearsal 3-5: Blocking Pp. 19-23		Blocking Pp. 23-27		
August Checklist:			August Checl	klist:		

S E P T E M B E R	R E H E A R S A L / T E C H

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 LABOR DAY No School	3 Set/Props 3-5	4 Headshots – 2:45-3:20 ALL CALL Publicity/Costumes 3-5	5 Set/Props 3-5	6 BIOS DUE TO SCHOOLOGY	7 GOODWILL DAY Meet at Goodwill on Queen Creek/ Higley @10:00am
	Rehearsal 3-5: Blocking Pp. 28-33	COSTUME PLOT DUE	Rehearsal 3-5: Blocking Pp. 34-38		
9 Set/Props 3-5	10 Publicity/ Costumes 3-5	11	12 Set/Props 3-5	13	14
	Rehearsal 3-5: Blocking Pp. 38-44		Rehearsal 3-5: Blocking Pp. 44-50		
16 Set/Props 3-5	17 Publicity/ Costumes 3-5	18	19	20 Set/Props 3-5	21
	Rehearsal 3-5: Blocking Pp. 51-54 Drama Room		Rehearsal 3-5: Blocking Pp. 55-63 Drama Room		
	Band Concerts		Orchestra Concert	Improv Show	
23 Production Meeting 3:00-4:00	24 Publicity/ Costumes 3-5	25	26 Set/Props 3-5	27	28
	Rehearsal 3-5: Blocking Pp. 63-70 Drama Room				
	Choir Concerts				
		Reminde	ers:		

Headshots will be taken for the program on September 4th. These pictures will program, <u>so please follow dress code.</u>
Actor/Crew Bios due September 13th ar in the app



30 2 3 4 5 30 2 3 4 5 30 3 4 5 30 3 4 5 30 3 4 5 30 3 4 5 30 3 4 5 30 3 4 5 30 3 16 17 14 15 Sound [CUES] DUE 16 No School Publicity/Costumes 3-5 Costumes 3-5 Set/Props 3-6 8 Set/Props 3-6 Rehearsal 3-5: Rehearsal 3-5: Run Act 1 Run Act 2 Run Act 2 Costumes 3-6 21 22 Costumes 3-6 Set/Props 3-6 Set/Props 3-6 21 Set/Props 3-6 Publicity/Costumes 3-6 Costumes 3-6 Set/Props 3-6 22 Publicity/Costumes 3-6 Costumes 3-6 Set/Props 3-6 Set/Props 3-6 28 Set/Props 3-6 Publicity/Costumes 3-6 Set/Props 3-6 Set/Props 3-6 Set/Props 3-6 28 Set/Props 3-6	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No SchoolPublicity/Costumes 3-5 PROGRAMS/POSTERS DUECostumes 3-5 RobertSet/Props 3-6Set/Props 3-5Costume Crew Meet at Goodwill on Queen Creek/ Higley @10:00am21 Set/Props 3-6Rehearsal 3-5: Run Act 1Rehearsal 3-5: Run Act 2Rehearsal 3-5: Run Act 2Rehearsal 3-5: Run Act 3Rehearsal 3-5: Run Act 3Rehearsal 3-5: Run Act 3Rehearsal 3-5: Run Act 321 Set/Props 3-622 Publicity/Costumes 3-623 Costumes 3-624 Set/Props 3-625 Set/Props 3-526 Halloweenpalooza28 Set/Props 3-6Rehearsal 3-6: Full Run Sound Op CalledRehearsal 3-6: Full Run Sound Op CalledRehearsal 3-6: Full Run Sound Op CalledRehearsal 3-6: Full Run Sound Op Called21 Set/Props 3-62 Possible Saturday Build Day - TBD28 Set/Props 3-629 Publicity/Costumes 3-6 FROM VIDEO DUE30 Costumes 3-631 Halloween Set/Props: TBD Costumes: TBD1 Set FINISHED29 Set/Props 3-6Rehearsal 3-6: Full Run Sound Op/PropsRehearsal 3-6: Full Run Sound Op/Props31 Halloween Set/Props: TBD Costumes: TBD1 Set FINISHED	X F			WB R		
21 Set/Props 3-622 Publicity/Costumes 3-623 Costumes 3-624 Set/Props 3-625 Set/Props 3-526 HalloweenpaloozaRehearsal 3-6: Full Run Sound Op CalledRehearsal 3-6: Full Run Set/Props: TBD Costumes 3-612 Possible Saturday Build Day - TBD28 Set/Props 3-629 Publicity/Costumes 3-630 Costumes 3-631 Halloween Set/Props: TBD Costumes: TBD12 Possible Saturday Build Day - TBD28 Set/Props JDUERehearsal 3-6: Full Run Sound Op/PropsRehearsal 3-6: Full Run Sound Op/Props31 Halloween Set/Props: TBD Costumes: TBD1		Publicity/Costumes 3-5 PROGRAMS/POSTERS DUE Rehearsal 3-5:	Costumes 3-5 Rehearsal 3-5:	Set/Props 3-6 Rehearsal 3-5:		Costume Crew Meet at Goodwill on Queen Creek/ Higley
Rehearsal 3-6: Full Run Sound Op CalledRehearsal 3-6: Full Run Set/Props: TBD Costumes: TBD12 Possible Saturday Build Day – TBD Set/Find Set/Props: TBD Costumes: TBDRehearsal 3-6: Full Run Sound Op/PropsRehearsal 3-6: Full Run 		22	23	24		
28 Set/Props 3-6 PROPIS DUE29 Publicity/Costumes 3-6 PROMO VIDEO DUE30 Costumes 3-6 Costumes 3-631 Halloween Set/Props: TBD Costumes: TBD12 Possible Saturday Build Day – TBDRehearsal 3-6: Full Run Sound Op/PropsRehearsal Run Full Run Sound Op/PropsRehearsal Run Full Run Fu		Full Run	Full Run	Full Run		
Full RunFull RunSound Op/PropsSound Op/Props	Set/Props 3-6	29 Publicity/Costumes 3-6	30	31 Halloween Set/Props: TBD	1	Build Day – TBD
		Full Run	Full Run Sound Op/Props			

NOVEMBER REHEARSAL / TECH

FOHCREW All actors & run crew CALLED are required to participate until strik	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Excertions. Failure to attend may result in renoval from the show.11 VETERAN'S DAY No School12 Technical Rehearsal 3:00-6:3013 Technical Rehearsal 3:00-6:3014 Technical Rehearsal 3:00-6:3015 Thespian Festival16 Thespian FestivalNo School7BD: Costumes7BD: Costumes3:00-6:3010010018 Dress Rehearsal 3:00-719 Tess Rehearsal 3:00-720 Final Dress Rehearsal 3:00-721 Opening Nigh Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 Dress Rehearsal 3:00-719 Costumes20 Final Dress Rehearsal 3:00-721 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 Dress Rehearsal 3:00-7100 CREW CALLED21 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm	Production Meeting	Costumes 3-6 COSTUMES FINISHED Rehearsal 3-6: Full Run Sound Op/Props Manager/ Head	Rehearsal 3-6: Full Run Sound/Lights, Backstage Crew, Props Manager, Makeup Head,	Called: SM/ASM, Sound/Lights, Backstage Crew, Props Manager <i>TBD: Costumes</i> Rehearsal 3-5	Called: SM/ASM, Sound/Lights, Backstage Crew, Props Manager <i>TBD: Costumes</i> TBD Rehearsal 3-6	9
11 VETERAN'S DAY No School12 Technical Rehearsal 3:00-6:3013 Technical Rehearsal 3:00-6:3014 Technical Rehearsal 3:00-6:3015 Thespian Festival16 Thespian Festival18 Dress Rehearsal 3:00-719 Dress Rehearsal 3:00-720 Final Dress Rehearsal 3:00-710 Final Dress Rehearsal 3:00-721 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 Dress Rehearsal 3:00-719 Dress Rehearsal 3:00-720 Final Dress Rehearsal 3:00-721 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 All actors & run crew are required to participate until strik19 STRIKE: 9-11:30 pn All actors & run crew are required to participate until strik	Тес					
VETERAN'S DAY No SchoolTechnical Rehearsal 3:00-6:30Technical Rehearsal 3:00-6:30Technical Rehearsal 3:00-6:30Thespian FestivalThespian FestivalNo School3:00-6:30TBD: CostumesTBD: CostumesTBD: CostumesTBD: CostumesTBD: Costumes18 Dress Rehearsal 3:00-719 Dress Rehearsal 3:00-720 Final Dress Rehearsal 3:00-721 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 Dress Rehearsal 3:00-719 Dress Rehearsal 3:00-720 Final Dress Rehearsal 3:00-721 Opening Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm18 Dress Rehearsal 3:00-719 Dress Rehearsal Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm		No Exc	eptions. Failure to a	ttend may result in re	emoval from the show	/ .
18192021 Opening Night Call Time: 5 pm Show Time: 7 pm22 Show Night Call Time: 5 pm Show Time: 7 pm23 Closing Night Call Time: 5 pm Show Time: 7 pm3:00-7500-7Final Dress Rehearsal 3:00-7Foh CREW CALLEDCall Time: 5 pm Show Time: 7 pmSTRIKE: 9-11:30 pm All actors & run crew are required to participate until strik	VETERAN'S DAY	Technical Rehearsal	Technical Rehearsal 3:00-6:30	Technical Rehearsal		
Dress Rehearsal 3:00-7Dress Rehearsal 3:00-7Final Dress Rehearsal 3:00-7Call Time: 5 pm Show Time: 7 pmCall Time: 5 pm 		TBD: Costumes	TBD: Costumes	TBD: Costumes		
BRING JEANS &	Dress Rehearsal	Dress Rehearsal	Final Dress Rehearsal 3:00-7	Call Time: 5 pm	Call Time: 5 pm	Call Time: 5 pm Show Time: 7 pm STRIKE: 9-11:30 pm. All actors & run crew are required to participate until strike is complete. YOU MUST BRING JEANS & CLOSE - TOED SHOES