

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. **You must have your technical application completed online prior to your interview. You will also need to bring a letter of recommendation to the interview.** 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. Please avoid scheduling appointments during rehearsal and tech times, as those will **not** be considered excused absences. 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)

AUGUST REHEARSAL / TECH

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Stage Manager Interviews 3:00-5:00pm	2	3
5	6 Auditions 3:00-6:00	7 Callbacks 3:00-6:00	8 <i>Open House</i>	9	10
12 Technical Interviews 3:00 – 5:00	13 FIRST READ PAC 3:00-5:30 ALL CALL	14	15 Tech Meeting Room D4 3-4 All Tech Called ACTIVITY FEE & CONTRACTS DUE Rehearsal 3-5: Physicalization/ Character Development	16	17
19 Production Meeting 3:00-4:00 PROPS LIST DUE	20 HALF DAY HOME DEPOT Set/Props 1:30-4 Meet at Home Depot on Power Rd. Rehearsal 2-4: Blocking Pp. 7-13	21 Costumes 3-5 MEASUREMENTS – FEMALE ACTORS	22 Set/Props 3-5 Rehearsal 3-5: Blocking Pp. 13-19	23	24
26 Set/Props 3-5	27 Publicity/ Costumes 3-5 Rehearsal 3-5: Blocking Pp. 19-23	28 Costumes 3-5 MEASUREMENTS – MALE ACTORS	29 Rehearsal 3-5: Blocking Pp. 23-27	30	31

August Checklist:

- Have you paid your activity fee?
- Have you turned in your Technical and Safety contracts?
- Have you signed up for the Crew & Cast reminds?

SEPTEMBER REHEARSAL / TECH

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

Reminders:

- **Headshots will be taken for the program on September 4th. These pictures will appear in the program, so please follow dress code.**
- **Actor/Crew Bios due September 13th**

*Calendar is subject to change!

OCTOBER REHEARSAL/TECH

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5
7	<i>F</i> 8	<i>L</i> 9	<i>B</i> 10	<i>R</i> 11	<i>E</i> 12
14	15	16	17	18	19
No School	SOUND CUES DUE Publicity/Costumes 3-5 PROGRAMS/POSTERS DUE Rehearsal 3-5: Run Act 1	Costumes 3-5 Rehearsal 3-5: Run Act 2	Set/Props 3-6 Rehearsal 3-5: Run Act 3	Set/Props 3-5	GOODWILL DAY Costume Crew Meet at Goodwill on Queen Creek/ Higley @10:00am
21	22	23	24	25	26
Set/Props 3-6	Publicity/Costumes 3-6 Rehearsal 3-6: Full Run Sound Op Called	Costumes 3-6 Rehearsal 3-6: Full Run Sound Op Called	Set/Props 3-6 Rehearsal 3-6: Full Run Sound Op Called	Set/Props 3-5	Halloweenpalooza
28	29	30	31	1	2
Set/Props 3-6 PROPS DUE	Publicity/Costumes 3-6 PROMO VIDEO DUE Rehearsal 3-6: Full Run Sound Op/Props Manager Called	Costumes 3-6 Rehearsal 3-6: Full Run Sound Op/Props Manager Called	Halloween Set/Props: TBD Costumes: TBD		Possible Saturday Build Day – TBD SET FINISHED

NOVEMBER REHEARSAL / TECH

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 Production Meeting 3:00-4:00	5 Costumes 3-6 COSTUMES FINISHED Rehearsal 3-6: Full Run Sound Op/Props Manager/ Head Tech Called	6 Rehearsal 3-6: Full Run Sound/Lights, Backstage Crew, Props Manager, Makeup Head, Wardrobe Called	7 Dry Tech 3-6 Called: SM/ASM, Sound/Lights, Backstage Crew, Props Manager <i>TBD: Costumes</i> Rehearsal 3-5 Drama Room	8 Dry Tech 3-6 Called: SM/ASM, Sound/Lights, Backstage Crew, Props Manager <i>TBD: Costumes</i> TBD Rehearsal 3-6 Drama Room	9

Tech & Dress Rehearsals – All Cast & Run Crew Called

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

11 VETERAN'S DAY No School	12 Technical Rehearsal 3:00-6:30 <i>TBD: Costumes</i>	13 Technical Rehearsal 3:00-6:30 COSTUME RUN <i>TBD: Costumes</i>	14 Technical Rehearsal 3:00-6:30 <i>TBD: Costumes</i>	15 <i>Thespian Festival</i>	16 <i>Thespian Festival</i>
18 Dress Rehearsal 3:00-7	19 Dress Rehearsal 3:00-7	20 Final Dress Rehearsal 3:00-7 FOH CREW CALLED	21 Opening Night Call Time: 5 pm Show Time: 7 pm	22 Show Night Call Time: 5 pm Show Time: 7 pm	23 Closing Night 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 TO WORK.