

# THE GREAT ALL-AMERICAN MUSICAL DISASTER

## Technical Interview Packet

### HIGH SCHOOL ONLY

Thank you for your interest in being a part of our technical crew for The Great All-American Musical Disaster. 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 Monday, August 12<sup>th</sup> from 3:00-5:00 in D4. Sign up for an interview online. *Students in Technical Theatre 1 & 2 will interview during class time beginning on Thursday, August 8<sup>th</sup>.* 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 at 8 pm on August 12<sup>th</sup>. It will also be posted on the bulletin board outside of Mrs. Olson's door on Tuesday, August 13<sup>th</sup>.

#### Attendance Policy

**It is crucial that you read the attached calendar prior to your interview.** Please list any conflicts on your audition sheet. 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. Olson 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. 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

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 15<sup>th</sup>. Failure to pay this fee will result in your termination from the crew, unless you have made arrangements with Mrs. Olson. *\*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 members and technicians will be expected to attend the first read-through on Tuesday, August 13<sup>th</sup> from 3:00-5:30. 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. You are also expected to have a binder dedicated to the show for notes and your script if you are a crew head.

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

Alyssa Pitner (Director)

Jenny Olson (Technical Director)

# TECHNICAL CREW DESCRIPTIONS

Below you will find a description for each crew on our technical team. Although Mrs. Olson oversees the technical elements of the show, you will answer to all directors equally! 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.

## **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

## **PUBLICITY CREW**

The publicity crew is responsible for publicizing the show, including the making of posters and commercials. This crew also creates the program for the show and hangs the posters around school. Creativity and people skills are definite pluses for this position!

## **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 20<sup>th</sup>. 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, sewing, as well as keeping. Additionally, wardrobe crew members will help with any quick changes backstage.

# TECHNICAL CREW LEADERSHIP

Note: 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.

## **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.

## **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.

**Stage Management Interviews:  
Thursday, August 1<sup>st</sup> 3-5pm**

**AUGUST TECH**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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 <b>ALL CALL</b>	14	15 Tech Meeting Room D4 3-4 <b>All Tech Called</b>  <b>ACTIVITY FEE &amp; CONTRACTS DUE</b>	16	17
19 Production Meeting 3:00-4:00  <b>PROPS LIST DUE</b>	20 <b>HALF DAY</b>  <b>HOME DEPOT</b> Set/Props 1:30-4 Meet at Home Depot on Power Rd.	21 Costumes 3-5 <b>MEASUREMENTS – FEMALE ACTORS</b>	22 Set/Props 3-5	23	24
26 Set/Props 3-5	27 Publicity/ Costumes 3-5	28 Costumes 3-5 <b>MEASUREMENTS – MALE ACTORS</b>	29	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 remind?**

**SEPTEMBER TECH**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 <b>LABOR DAY</b> No School	3 Set/Props 3-5	4 <b>Headshots –</b> 2:45-3:20 <b>ALL CALL</b>  Publicity/Costumes 3-5 <b>COSTUME PLOT DUE</b>	5 Set/Props 3-5	6 <b>BIOS DUE TO SCHOOLLOGY</b>	7 <b>GOODWILL DAY</b> Meet at Goodwill on Queen Creek/ Higley @10:00am
9 Set/Props 3-5	10 Publicity/ Costumes 3-5	11	12 Set/Props 3-5	13	14
16 Set/Props 3-5	17 Publicity/ Costumes 3-5  <i>Band Concerts</i>	18	19  <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  <i>Choir Concerts</i>	25	26 Set/Props 3-5	27	28

**Reminders:**

- **Headshots will be taken for the program on September 4<sup>th</sup>. These pictures will appear in the program, so please follow dress code.**
- **Actor/Crew Bios due September 6<sup>th</sup>**

\*Calendar is subject to change!

# OCTOBER TECH

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

# NOVEMBER TECH

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

## Tech & Dress Rehearsals – All Run Crew Called

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

11 <b>VETERAN'S DAY</b> No School	12 Tech Rehearsal 3:00-6:30  TBD: Costumes	13 Tech Rehearsal 3:00-6:30 <b>COSTUME RUN</b>  TBD: Costumes	14 Tech Rehearsal 3:00-6:30  TBD: Costumes	15 <i>Thespian Festival</i>	16 <i>Thespian Festival</i>
18 <b>Dress Rehearsal</b> 3:00-7	19 <b>Dress Rehearsal</b> 3:00-7	20 <b>Final Dress Rehearsal</b> 3:00-7  <b>FOH CREW CALLED</b>	21 <b>Opening Night</b> Call Time: 5 pm Show Time: 7 pm	22 <b>Show Night</b> Call Time: 5 pm Show Time: 7 pm	23 <b>Closing Night</b> Call Time: 5 pm Show Time: 7 pm <b>STRIKE: 9-11:30 pm.</b> <b>All actors &amp; run crew are required to participate until strike is complete.</b> <b>YOU MUST BRING JEANS &amp; CLOSE-TOED SHOES TO WORK</b>