

# Night of One Acts

## TECHNICIAN INFORMATION PACKET

Thank you for your interest in being a part of our technical crew for our Night of One Acts. This is going to be a different experience, but one that we are excited about. We will face a lot of new challenges, gain new skills, and be able to say that we pulled off something we've never done before! 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 **Wednesday, October 28 from 4-5:30 pm**. These interviews will be held virtually via Google Meet to ensure that everyone can participate. If you cannot meet on this day, we can set up an alternate time. Please email Mrs. Pitner and Mr. Power to arrange your time.

To interview, you must fill out an application, which can be found in the Casteel Theatre Company Google Classroom. If you need the class code, please email Mrs. Pitner or Mr. Power. Sign up for an interview using the Sign-Up Genius link in the Casteel Theatre Company Google Classroom. Prior technical theatre experience is **not required**. Your guardians must also fill out a COVID waiver, which gives permission for you to meet in person for crew meetings.

The crew list will be posted on our website by 9 pm on October 28.

### **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 Mr. Power or 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.**

### **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 November 13. Failure to pay this fee will result in your termination from cast or crew unless prior arrangements have been made with Mrs. Pitner or Mr. Power. 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! More information will come as we get closer to our opening.

*\*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 **Thursday, October 29 from 4:00-6:15**. Failure to attend the read-through will result in removal from the crew unless prior arrangements have been made with the directors.

Thank you for preparing for 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. Things will look a differently this year, as this is our first virtual show. 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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**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! For this show, students will provide most of their own costume pieces. Costume crew will be working on specialty items.

**SOUND CREW** The sound crew is responsible for finding sound effects for the show. Sound crew must be available during the final weeks of rehearsals to test out sound effects. The sound crew will also be responsible for recording the voice over work needed for *10 Ways*.

**FILM & EDITING CREW** This crew will be responsible for helping with the filming of certain sections of the show. Students in this crew will also edit together our final product. Previous editing and/or film experience is a must. If you have samples of previous work, even better!

**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! **This crew is a year-long commitment.** This crew will work not only to publicize the fall show, but all CTC events. Extra meetings may occur depending on the needs of the group. Publicity crew is open to High School students, as well as 8<sup>th</sup> graders in Theatre Workshop or Jr. High Tech Basics.

## 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 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.

**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.

**FILM & EDITING CREW LEAD** This student will be responsible for overseeing the filming and editing process. Previous experience with film/editing equipment is a must. Students should feel comfortable editing video footage, adding special effects, etc.

## **STAGE MANAGEMENT**

**STAGE MANAGER** The stage manager is the person who keeps track of all aspects of the show. It is their job to keep everyone organized. 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. 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. Due to the different nature of this show, the stage manager will not need to call cues during the actual run of the show.

To be stage manager, you need to have participated in two Casteel Theatre Company shows – at least one as a technician. You must be in high school.

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 any production meetings that are scheduled. At each rehearsal or meeting, students are expected to bring snacks, water, and appropriate attire.

# Show Calendar!

All meetings will take place in person. Rehearsals take place via Google Meet.

Extra meeting times will be added as needed. **Calendar is subject to change.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 26	27	28 Drama Club Interviews (Google Meet)  Booster Club Mtg @ 5:45	29 First Read Through (Google Meet)	30 Production Meeting 2:30-3 (Crew Heads Only)	31
Nov 2 Improv Auditions	3 Costumes & Props 2:45-3:45	4 Officer Meeting	5 Costumes & Props 2:45-3:45	6 Student Directed Works Applications Due	7
9	10 Costumes, Props, and Film/Editing 2:45-3:45	11 NO SCHOOL	12 Costumes & Props 2:45-3:45	13 Production Meeting 2:30-3 (Crew Heads Only)	14 Costume & Props Work Day 1-4pm
16 Publicity Meeting 2:30-3:15	17 Costumes & Props 2:45-3:45 <b>Costumes &amp; Props due today!</b>	18 Officer Meeting  <i>Delivering Props &amp; Costume Pieces to Actors Today!</i>	19 Sound & Publicity Meeting 2:30-3:15	20	21
23 Publicity Meeting 2:30-3:15	24 Dress Rehearsal – Sound, Film/Editing attend rehearsals 4-6:15	25	26	27	28
30 Publicity 2:30 – 3:15 Hanging posters for show	Dec 1 Recording Sound, Film/Editing attend rehearsals 4-6:15	2 Officer Meeting  <b>Tickets go on sale today!</b>	3 Recording Sound, Film/Editing attend rehearsals 4-6:15	4	5
7 Publicity 2:30-3	8 Film & Editing Crew Meeting	9 Drama Club SDS Rehearsal	10 Film & Editing Crew Meeting	11	12 Show begins streaming at 7 pm!

---No School---  
Have a happy & safe break!