

Staff Introductions

Marcie Berglund Director

Sarah Lanners Assistant Director

Jimmy Stocco III Technical Director

George Juaire Set Designer

Tom Bray Props Master

Ellen Hein Costume Designer

Expectations for Students

- Be on-time for all rehearsals and work sessions
 - Rehearsals may be scheduled after school, on weeknights and weekends.
 - Students will contact Ms. Lanners or Mrs. Berglund when ill. mberglund@theloftstage.com, slanners@theloftstage.com or 651-768-2408 (Lanners phone)
- School comes first. Students should use down time during rehearsal for homework.
- Students are expected to check the website for rehearsal schedules and other cast/crew information.

Registration

All registration is done online at:

theloftstage.com/2012-spring-play-registration

- Activity fee payment can be made with a credit card or check (\$20)
- Checks should be given to Ms. Lanners (room 1019)
- Cannot participate after the 30th until registration and fee are completed
- Activity fee is for all participants but can be waived by Trent Hanson, Activities Director, for financial reasons

Non-Negotiable Dates

- Saturday, April 28th all day Tech Saturday
- Monday, April 30th from 3:15-7pm or later Dress Rehearsal
- Tuesday, May 1st from 3:15-7pm or later Dress Rehearsal
- Wednesday, May 2nd from 3:15-7pm or later Final Dress
- Thursday, May 3rd from 5-10pm Performance
- Friday, May 4th from 5-10pm Performance
- Saturday, May 5th from 5-11:45pm? Performance/Strike

Other Important Dates/ Misc. Information

- Friday, March 30: Registration Due
- Friday, April 20: Make-Up Kit Orders Due, \$20
- Friday, April 20: Poster Plaster, 6pm-8pm
- Friday, April 27: Kirk Portrait Designs will be taking photos at rehearsal. Order forms will be available to your student the week before.

Email Communication

- Encourage your student to check email regularly for any updates or information regarding the show.
- All rehearsal and technical calendars can also be found online at <u>www.theloftstage.com</u>

Production Volunteer Opportunities

- Set Construction
 - No carpentry or painting skills required
 - We will teach you everything you need to know
 - We really need help on April 14th, sign up sheet going around
- Costumes
 - You do not need to know how to sew

We Need Props!

Typewriter	Framed Picture	Desk	Easel
China Inkwell	Wall Pictures	Desk Chair	Hatbox
Inkwell Stand	Fire Shield	Skull	Suitcase
Magazines	Fly Whip	Blotter	etc
Newspapers	Basket	Inkwell Tray	
Hat Rack	Oriental Mask	Snake Tank	
Umbrellas	Dinner Plates	Buffet Table	
Armchair	Dinnerware	Tablecloth	
Kitchen Chairs	Platters	Fancy Box	
Bookcase	Small Tray	Coffee Cups	
End Tables	Vintage Books	Serving Tray	
Coffee Table	Xylophone	Printing Press	

Questions?

Loft Stage Boosters

Co-Chairs: Annette Thorsen – <u>athorsen@theloftstage.com</u> and Mary Reimann – <u>mreimann@theloftstage.com</u>

Membership Chair: Pam Gotz – pgotz@theloftstage.com

Fundraising Chair: Kristy Martin – <u>kmartin@theloftstage.com</u>

Publicity Chair: Mary Kieffer – mkieffer@theloftstage.com

Secretary: Jeriann Jones – jjones@theloftstage.com

Treasurer: Todd Thorsen – <u>tthorsen@theloftstage.com</u>

Special Events: Marjorie Wynn – <u>mwynn@theloftstage.com</u>

Spring Play Volunteers Needed

- Set Construction All Hands on Deck to "raise the set"
 - Saturday, April 14
- Poster Plaster 5 Adult Volunteers
 - Friday, April 20
- Tech Saturday Meal 2-3 Adult Volunteers
 - Saturday, April 28
- Ticket Sales 4 Adult Volunteers for each show
 - Thursday, May 3
 - Friday, May 4
 - Saturday, May 5

Spring Play Volunteers Needed

- Ice Cream Sales 1 Adult Volunteer for each show
 - Thursday, May 3
 - Friday, May 4
 - Saturday, May 5
- Set Strike All Hands on Deck
 - Saturday, May 5

Other Upcoming Key Dates

- THEATER BANQUET
 - Tuesday, May 8
- NOMINATIONS FOR OPEN BOARD POSITIONS
 - April We need You!
 - Positions Up for Election for 2012/2013
 - Co-Chair
 - Membership Chair
 - Fundraising Chair
 - Publicity Chair
 - Secretary
 - Special Events Chair