

# Into the Woods

by Stephen Sondheim & James Lapine

# Staff Introductions

Anna Reimann - Choreographer

Jessica Sebeck-Lugo – Co-Costume Designer

Maggie Schultz – Co-Costume Designer

George Juaire – Scene Designer

# Staff Introductions... Continued

Kelly Karow – Assistant Orchestra Director

Brent Comeau - Orchestra Director

Elizabeth Gullick - Music Director

Francine Magee - Assistant Director

Jimmy Stocco III - Technical Director

Amanda Hestwood - Artistic Director

# Parent Meeting

Tuesday, September 16<sup>th</sup> at 7pm

- Mandatory for parents of students participating in the production
- If your parent is unable to attend, please let me know so we can email them the information they will need to know

# Registration

Due by Friday, September 19<sup>th</sup>

- Register online at [www.theloftstage.org](http://www.theloftstage.org)
- Can either pay by check or credit card
- Checks should be given to Ms. Verschaetse or myself
- Cannot participate after the 19<sup>th</sup> until your registration and fee are completed

# T-Shirt Orders

Due by Friday, September 19<sup>th</sup>

- Purchase t-shirts online at [www.theloftstage.org](http://www.theloftstage.org)
- Can either pay by check or credit card
- Checks should be given to Ms. Verschaetse or myself
- T-Shirts may not be available for purchase after the 19<sup>th</sup>

# Program Picture Date

Friday, September 19<sup>th</sup>

- Immediately following the end of school
- Everyone who has registered to participate is encouraged to attend and get their picture in the program

# Important Dates

- Friday, September 12<sup>th</sup> – Homecoming Parade
- Sunday, September 14<sup>th</sup> – Out of the Darkness Walk
- Friday, September 19<sup>th</sup> – T-Shirt Orders Due
- Friday, September 19<sup>th</sup> – Pictures for the Program
- Friday, September 19<sup>th</sup> – Registration Due



# Mandatory Dates

- October 20<sup>th</sup> – 24<sup>th</sup> from 3:15-6pm – Watch a Rehearsal
- Friday, October 24<sup>th</sup> from 6-10pm – Prepare for Tech
- Saturday, October 25<sup>th</sup> – Rehearsal with Orchestra
- Thursday, October 30<sup>th</sup> – Cue-toCue
- Saturday, November 1<sup>st</sup> – Tech Saturday
- Monday, November 3<sup>rd</sup> from 3:15-7pm or later – Dress Rehearsal
- Tuesday, November 4<sup>th</sup> from 3:15-7pm or later – Dress Rehearsal
- Wednesday, November 5<sup>th</sup> from 3:15-7pm or later – Dress Rehearsal
- Thursday, November 6<sup>th</sup> from 3:15-7pm or later – Dress Rehearsal

# Mandatory Dates... Continued

- Friday, November 7th at 5pm – Opening Night
- Saturday, November 8th at 5:30pm – Performance
- Sunday, November 9th at 1:30pm – Performance
- Thursday, November 13th from 3:15-7pm – Pickup Rehearsal
- Friday, November 14th at 5:30pm – Performance
- Saturday, November 15th at 5:30pm – Performance
- Sunday, November 16th from 1:30pm-10pm – Final Performance / Strike

# Tech & Rehearsal Calendars

The screenshot shows the website for The Loft Stage at East Ridge High School. The navigation menu includes HOME, TICKETS, RENTAL, CALENDAR, LOFTPAC, BOOSTERS, and CONTACT. A dropdown menu is open under CALENDAR, listing LoftPAC Calendar, Fall Musical, One-Act Play, Spring Play, Rehearsal Calendar, and Tech Calendar. The Tech Calendar is currently selected. Below the menu, a calendar for March 2013 is visible, showing events for 'Prom Construction' on various dates.

**The Loft Stage**  
AT EAST RIDGE HIGH SCHOOL

HOME TICKETS RENTAL CALENDAR LOFTPAC BOOSTERS CONTACT

LoftPAC Calendar  
Fall Musical  
One-Act Play  
Spring Play  
Rehearsal Calendar  
**Tech Calendar**

**TECH CALENDAR**

**Tech**  
Today ◀ ▶ March 2013

Sun	Mon	Tue	Wed	Thu	Mar 1	2
24	25	26	27	28	9am Prom Construc	
	7pm Prom Construc	7pm Prom Construc	7pm Prom Construc	7pm Prom Construc		
3	4	5	6	7	8	9

# Email Communication

- Check your email regularly for any updates or information regarding the show.
- When registering, make sure that both your parents email as well as yours are entered accurately as this is our primary form of communication.
- All rehearsal and technical calendars can also be found online at [www.theloftstage.org](http://www.theloftstage.org)

# Twitter Communication

- The Loft Stage now has a Twitter account
  - [Twitter.com/TheLoftStage](https://twitter.com/TheLoftStage)
- Short messages regarding the production or rehearsals will be tweeted from time to time
- Notifications of new information on the website of a time sensitive nature will also be tweeted

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# Crew Positions

## Student Director

(M-F 3:15-6pm, Sat 9am-1pm)

- Larger commitment, including some mandatory dates
- Responsible for cast attendance, line rehearsal
- Works with the stage manager to stay aware of what is happening with tech
- Prepares the theater for rehearsals and cleans up after
- Calls the show from the booth during performances
- Prior experience in theater preferred

# Crew Positions

## Stage Manager (M, T, Th 7-9pm, Sat 9am-3pm)

- Larger commitment, including some mandatory dates
- Mandatory 3 days/week of set construction crew
- Manage the stage crew and work with other crew heads
- Must attend some acting rehearsals to become familiar with the show
- Prior experience in theater preferred
- Above also applies to the Assistant Stage Manager



# Crew Positions

## Props Master

(M, T, Th 7-9pm, Sat 9am-3pm)

- Larger commitment, including some mandatory dates
- Mandatory 2 days/week of set construction crew
- Assist in building or acquiring the props for the production
- Organize the props during, before and after each production
- Must attend some acting rehearsals to become familiar with the show
- Prior experience in theater preferred

# Crew Positions

## Set Crew Heads

(M, T, Th 7-9pm, Sat 9am-3pm)

- Larger commitment, including some mandatory dates
- Mandatory 3 days/week of set construction crew
- The set crews heads know what projects are currently being worked on and help George assign tasks to students
- Assist students in checking in at the beginning/end of set
- At least 1 set crew head is expected to be at every set construction session and they will work with each other to develop a schedule

# Crew Positions

## Set/Props Construction

(M, T, Th 7-9pm, Sat 9am-3pm)

- Light commitment, minimum of 10 hours
- No need to be an artist to participate, we will teach you
- Help build and paint the sets and props for the show
- Flexible hours, come when you can

# Crew Positions

## Running Crew (Final Week, All Performances)

- Light commitment, minimum of 20 hours of set construction
- Must attend all dress rehearsals and performances
- Responsible for moving set, props, curtains, etc. during the performances

# Crew Positions

## Costume Crew

(M, T, Th 6:30-8:30pm, Sat 9-12pm)

- Light commitment, minimum of 10 hours
- Build or pull the costumes for the production
- Assist with the costume parade, including helping actors find their costumes
- Organize the costumes prior to dress rehearsal week
- No sewing experience required
- Flexible hours, come when you can
- Need everyone this Saturday and next week for measurements

# Crew Positions

## Make-Up Crew (Final Week, All Performances)

- Light commitment, minimum of 20 hours of costume crew
- Must attend all dress rehearsals and performances
- Responsible for assisting actors in the application of their make-up
- May be asked to assist actors with costumes or quick changes as well

# Crew Positions

## Lighting Crew

(W 6-7:30pm, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Wednesday, September 24<sup>th</sup> from 6-7pm
  - Check the online calendar for additional dates
- Assists in designing and programming the lights for the production
- Hangs the lighting plot before the show opens
- Runs the lighting board or spotlights during performances
- Prior lighting experience preferred

# Crew Positions

## Sound Crew

(W 7:30-9pm, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Wednesday, September 24<sup>th</sup> from 7-9pm
  - Check the online calendar for additional dates
- Designs the sound for the show
- Prepares the sound equipment for tech Saturday
- Runs the sound board during performances
- Prior sound experience preferred



# Crew Positions

## Video Crew

(Th 6-7pm, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Thursday, September 25<sup>th</sup> from 6-7pm
  - Check the online calendar for additional dates
- Produce promotional videos for the production
- Record all the productions for the end of the year highlight reel
- Produce a highlight reel of the show for the theater banquet in the spring

# Spotlight TechAwards

*Students who worked as the lead, assistant or as a part of a team in a creative, technical or business area of their school's production are eligible for a SpotLight Behind-the-Scenes Award as an Honorable Mention or Outstanding candidate in their respective categories and areas of nomination.*

- **Creative Achievement:** This category seeks to honor students who were a part of the creative artistic team for their production
- **Technical Achievement:** This category seeks to honor students who were a part of the technical execution of their production.
- **Business of the Arts Achievement:** This category seeks to honor students who served in a business of the arts capacity for their production.

Questions?

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