



Disney's THE LITTLE
MERMAID

A BROADWAY MUSICAL

Staff Introductions

Ben McKenzie - Assistant Technical Director

Christina Leines - Choreographer

Abby - Costume Designer

George Juairé - Scene Designer



Staff Introductions . . . Continued

Brent Comeau - Orchestra Director

Elizabeth Gullick - Vocal Director

Kajsa Jones – Assistant Director

Jimmy Stocco III - Technical Director

Amanda Hestwood - Artistic Director



Parent Meeting

Tuesday, September 20th at 6:30pm

- In room 2045, the large group room across from the theater on the 2nd floor
- 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 30th

- This year, all students involved in the musical will register through the activities office.
- Link to registration can be found online at www.theloftstage.org or the ERHS website.
- Cannot participate after the 30th until your registration and fee are completed

T-Shirt Orders

Due by Friday, September 30th

- Purchase t-shirts online at www.theloftstage.org
- Can either pay by check or credit card
- Checks should be given to Kajsia Jones, Ms. Hestwood or myself
- T-Shirts may not be available for purchase after the 30th



Program Picture Date

Friday, October 14th
(tentative)

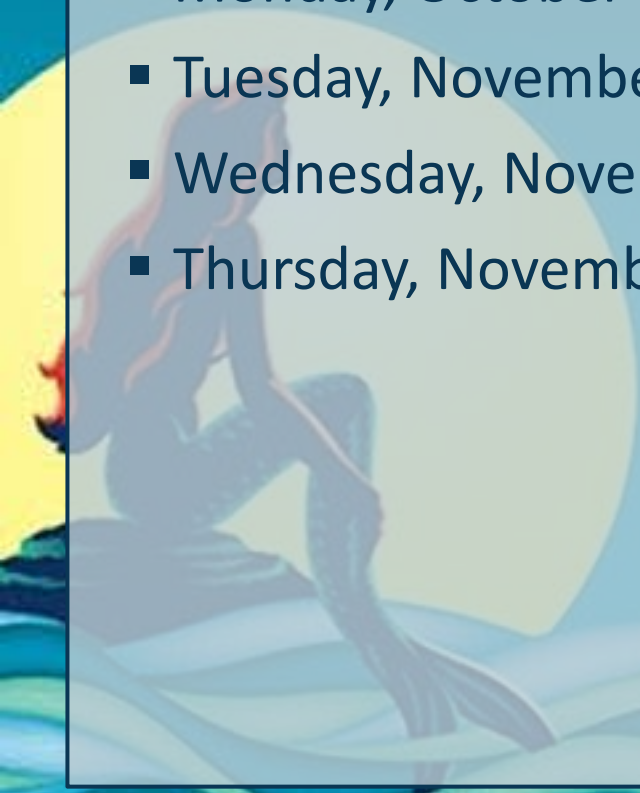
- Immediately following the end of school
- Everyone who has registered to participate is encouraged to attend and get their picture in the program



Important Dates

- Friday, September 30th – Homecoming Parade
- Friday, September 30th – T-Shirt Orders Due
- Friday, September 30th – Make-Up Kit Orders Due
- Friday, September 30th – The Loft Store Orders Due
- Friday, September 30th – Registration Due
- Friday, October 14th – Pictures for the Program (tentative)
- Saturday, October 1st – Poster Plaster at 11am

Mandatory Dates

- Monday, October 24th – Sit Sing w/ Orchestra
 - Saturday, October 29th – Tech Saturday
 - Monday, October 31st from 3:15-7pm or later – Dress Rehearsal
 - Tuesday, November 1st from 3:15-7pm or later – Dress Rehearsal
 - Wednesday, November 2nd from 3:15-7pm or later – Dress Rehearsal
 - Thursday, November 3rd from 3:15-7pm or later – Dress Rehearsal
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Mandatory Dates . . . Continued

- Friday, November 4th at 5:30pm – Opening Night
- Saturday, November 5th at 6pm – Performance
- Sunday, November 6th at 12:30pm – Performance
- Thursday, November 10th from 3:15-7pm – Pickup Rehearsal
- Friday, November 11th at 6pm – Performance
- Saturday, November 12th at 6pm – Performance
- Sunday, November 13th from 12:30pm-10pm – Final Performance / Strike

Tech & Rehearsal Calendars

The screenshot displays the website for The Loft Stage at East Ridge High School. The header includes the logo and navigation links: HOME, TICKETS, RENTAL, ERHS THEATER, DONATIONS, and CONNECT. The main content area features a 'CALENDAR' section with a navigation bar for 'September 2015' and a calendar grid. A dropdown menu is open over the calendar, listing various categories: LoftPAC, LoftPAC Alumni, Boosters, Fall Musical, Winter Play, Spring Play, Calendar (highlighted with a mouse cursor), and The Loft Store. The calendar grid shows the following events:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Sep 1	2			
8:30am Woodbury Day						
					4	5

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



Remind 101

Account Information

Text Message: text @t1m16 to 81010

Email: send email to t1m16@mail.remind.com

- Short messages regarding the production or rehearsals will be sent from time to time
- Notifications of new information on the website of a time sensitive nature will also be tweeted



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Performance vs. Production Crew

Production Crew

- Crew Positions:
 - Set Construction & Costuming
 - Lighting Crew (setup/programming)
 - Sound Crew (setup)
 - Video Crew (promo video)
- There are no mandatory dates. Come when you can.
- A great way to get involved if you have a busy schedule.

Performance Crew

- Crew Positions:
 - Stage/Assistant Stage Manager
 - Running Crew & Make-Up Crew
 - Lighting, Sound and Video Crews
- A larger commitment with some mandatory dates.
- Crew members must be at tech Saturday, all dress rehearsals and all performances.

Crew Positions

Performance Crew

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 asst. technical director 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

Performance Crew

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 scene transitions
- 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

Performance Crew

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

Production Crew

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
- This year we are asking that you please sign-up online prior to attending one of the weekday construction times.

Crew Positions

Performance Crew

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

Production Crew

Costume Crew

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

- 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

Crew Positions

Performance Crew

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

Production/Performance Crew

Lighting Crew

(Once a week, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
 - Thursday, September 22nd from 7-9pm
 - 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

Production/Performance Crew

Sound Crew

(Once a week, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
 - Thursday, September 22nd from 6-7pm
 - 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

Production/Performance Crew

Video Crew

(Once a week, increasing in the last 3 weeks)

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
 - Thursday, September 22nd from 5-6pm
 - Check the online calendar for additional dates
- Produce promotional videos for the production
- Record all the performances for creating a DVD of the production
- Produce a highlight reel of the show for the theater banquet in the spring

Mandatory Dates

- October 24th – 28th from 3:15-6:30pm – Watch a Rehearsal ... or two
- Saturday, October 22nd from 9am-12pm – Prepare for Tech (sound crew)
- Monday, October 24th from 3:15-8pm – Rehearsal with Orchestra (sound crew)
- Thursday, October 27th – Cue-to-Cue (lighting crew)
- Saturday, October 29th – Tech Saturday
- Monday, October 31st from 3:15-7pm or later – Dress Rehearsal
- Tuesday, November 1st from 3:15-7pm or later – Dress Rehearsal
- Wednesday, November 2nd from 3:15-7pm or later – Dress Rehearsal
- Thursday, November 3rd from 3:15-7pm or later – Dress Rehearsal

Mandatory Dates . . . Continued

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Questions?





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