



# *Still Life With Iris*

Tech Meeting

# Staff Introductions



Mary Wellman - Costume Designer

George Juaire - Scene Designer

Amanda Hestwood - Managing Director

Jimmy Stocco III - Technical Director

Marcie Berglund - Artistic Director

# Parent Meeting



Tuesday, March 22<sup>nd</sup> at 6:30pm

- 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, March 25<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. Hestwood or myself
- Cannot participate after the 25<sup>th</sup> until your registration and fee are completed

# T-Shirt Orders



Due by Friday, April 8<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. Hestwood or myself
- T-Shirts may not be available for purchase after the 8<sup>th</sup>

# Mandatory Dates

- April 25<sup>th</sup> – 28<sup>th</sup> from 3:15-6pm – Watch a Rehearsal
- Friday, April 29<sup>th</sup> from 6-10pm – Prepare for Tech
- Saturday, April 30<sup>th</sup> – Cue-to-Cue and Tech Rehearsal
- Monday, May 2<sup>nd</sup> from 3:15-7pm or later – Dress Rehearsal
- Tuesday, May 3<sup>rd</sup> from 3:15-7pm or later – Dress Rehearsal
- Wednesday, May 4<sup>th</sup> from 3:15-7pm or later – Dress Rehearsal
- Thursday, May 5<sup>th</sup> from 3:15-7pm or later – Final Dress Rehearsal

# Mandatory Dates . . . Continued

- Friday, May 6<sup>th</sup> at 5:30pm – Performance
- Saturday, May 7<sup>th</sup> at 5:30pm – Performance
- Sunday, May 8<sup>th</sup> at 12:30pm – Final Performance / Strike

# Tech & Rehearsal Calendars

The screenshot shows 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. A search bar is visible on the right. The main content area features a 'CALENDAR' section for September 2015. The calendar shows an event on Sunday, September 30, at 8:30am titled 'Woodbury Day'. 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 interface includes navigation for 'Today', 'September 2015', and view options for 'Week', 'Month', and 'Agenda'.

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

HOME TICKETS RENTAL ERHS THEATER DONATIONS CONNECT

CALENDAR

Today ◀ ▶ September 2015 ▼

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

- LoftPAC
- LoftPAC Alumni
- Boosters
- Fall Musical
- Winter Play
- Spring Play
- Calendar
- The Loft Store

Print Week Month Agenda ▼



# 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)

# Remind 101



## Account Information

Text Message: text @mberglun to 81010

Email: send email to [mberglun@mail.remind.com](mailto:mberglun@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



# *Still Life With Iris*

Tech Meeting

# 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/Mistress (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/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 (TBD)

- 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



## 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

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

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Saturday, March 9<sup>th</sup> from 11am-2pm
  - Check the online calendar for additional dates
- Assists in designing and programing 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

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

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Tuesday, March 5<sup>th</sup> from 7-8pm
  - Check the online calendar for additional dates
- Designs the sound for the show and finds any required effects
- Prepares the sound equipment for tech Saturday
- Runs the sound board during performances
- Prior sound experience preferred

# Crew Positions



## Video Crew

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

- Medium commitment, including some mandatory dates
- Currently Scheduled Meetings:
  - Tuesday March 5<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

Questions?





# *Still Life With Iris*

Tech Meeting