

A scenic view of rolling green hills with a winding road and a waterfall in the background. The hills are covered in lush green grass and some trees. A road winds through the valley, and a waterfall is visible on the left side of the image. The overall atmosphere is peaceful and natural.

# *Scapino!*

ERHS Theater - Spring 2018

# Staff Introductions

Sophie Pfluger – Stage Manager (Student Director)

Jared Doran – Student Technical Director

Zachary Robb – Scene Designer

Jimmy Stocco III – Technical Director

Marcie Berglund – Artistic Director

# Parent Meeting

Wednesday, April 4th at 6:30pm

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



# Registration

Due by Friday, March 23rd

- All students involved in the musical will register through the activities office
- Link to registration can be found on the ERHS website
- Cannot participate after the 23rd until your registration and fee are completed
- See Jared after the meeting if you have any questions on the registration process

# T-Shirt Orders

Due by Friday, April 6th

- Purchase t-shirts online at [theloftstage.org](http://theloftstage.org)
- Payments will only be collected via credit card (no checks or cash)



**Scapino! T-Shirt**

**\$15.00**

# Important Dates

- Wednesday, April 4th - Parent Meeting
- Friday, April 6th - T-Shirt Orders Due
- Friday, April 13th - Make-Up Kit Orders Due
- Friday, March 23rd - Registration Due
- Friday, March 30th - The Loft Store Orders Due
- Saturday, April 21st - Poster Plaster



# Mandatory Dates

- Tuesday, April 24th - Tech Tuesday (after testing)
- 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 - Dress Rehearsal
- Thursday, May 3rd from 3:15-7pm or later - Dress Rehearsal
- (open to parents - 6PM start time)
- Friday, May 4th at 5:30pm - Opening Night
- Saturday, May 5th at 6pm - Performance
- Sunday, May 6th from 12:30-8pm - Final Performance / Strike





# Remind 101

## Account Information

Text Message: text @ersp18 to 81010

Email: send email to [ersp18@mail.remind.com](mailto:ersp18@mail.remind.com)

- Primary form of communication between the staff and cast and crew members
- 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

# Email

- Sign-up for the LoftPAC mailing list on our website at [theloftstage.org](http://theloftstage.org) to receive our monthly newsletter packed full of useful information

# Questions?





A scenic view of rolling green hills in Tuscany, Italy. The landscape is characterized by vibrant green fields, a winding road, and a building with a red roof. In the background, a waterfall cascades down a hillside. The overall atmosphere is peaceful and picturesque.

# *Scapino!*

Crew Positions

# Production vs Performance Crew

## Production Crew:

- Helps with the setup and preparation for the Performance
- Includes: Set construction, costume crew, and sound and light crew
- This is a light commitment for anyone who wants to be a part of the Production without having to commit to being there for all the performances and rehearsals

## Performance Crew:

- In addition to helping set up and preparing for the performance, the performance crew is required to attend all dress rehearsals and performances to run something
- Includes: Sound and light board operators, video switcher, camera operators as well as running crew
- Performance Crew members are required to complete at least 20 hours of set work

# Crew Positions

## Stage Manager (Student Director)

- Larger commitment, including some mandatory dates
- Responsible for cast attendance, line rehearsal
- Works with the deck captain 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 required



# Crew Positions

## Deck Captain

- 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 required
- Above also applies to the Assistant Deck Captain

# Crew Positions

## Props Master/Mistress

- 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

- Light commitment, minimum of 10 hours
- Crew will meet: This will depend on the new set designers schedule. A remind will be sent out when dates are confirmed. Please check the calendar on the Loft Stage website frequently.
- Check the calendar for any deviations from this schedule
- 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

## Stage Running Crew

- 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

- Light commitment, minimum of 10 hours
- Crew will meet: Dates are unconfirmed. A remind will be sent out when dates are confirmed. Please check the calendar on the Loft Stage website frequently.
- 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

## Lighting Crew

- Medium commitment, including some mandatory dates
- Check the online calendar for meeting dates, first Meeting Tuesday, April 3rd at 6pm
- Assists in designing and programming the lights for the production
- Hangs the lighting plot before tech rehearsals
- Runs the lighting board during performances
- Prior lighting experience preferred



# Crew Positions

## Sound Crew

- Medium commitment, including some mandatory dates
- Check the online calendar for meeting dates, first meeting Tuesday, April 3rd at 7pm
- Designs the sound for the show and finds any required effects
- Prepares the sound equipment for tech rehearsal
- Runs the sound board during performances
- Prior sound experience preferred

# Crew Positions

## Video Crew

- Medium commitment, including some mandatory dates
- Check the online calendar for meeting 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

Link to tech interest form

<https://tinyurl.com/scapinotech>

Or on the loft stage website  
[theloftstage.org](http://theloftstage.org)



Questions?



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