A letter to future Crew Members,

Before you sign up for this show, I’d like to kindly remind you of the following expectations I have from you as students and crew members, and I’d like to thank you for considering to be a part of the Talon Theatre Technical Crew.

1. A detailed rehearsal and show schedule with specific call times are provided with your contract. You are required to put any and all conflicts on the calendar when you turn in your contract with the appropriate signatures. Any absence or tardy due to a conflict not on your original contract will be deemed an unexcused absence. Remember to consider commitments you have made to other activities, personal or family-related, and determine your priorities before signing up.

2. Crew members are expected to be on time and ready to go for their assigned call time. This means they are done changing clothes, eating, going to the bathroom, etc… before their call time!

3. Students must check in with the Technical Director when they arrive to rehearsal and before they leave. Students may not leave rehearsal or the show before checking with the Technical Director.

4. Crew members are required to wear black clothing.

5. Crew members are required to stay for the entirety of STRIKE after the final performance. It is essential that students stay to participate in the restoration of the Dome and cleaning/organizing of equipment.

6. Crew members must respect the rules that the Technical Director has put in place regarding call times, safety and emergency procedures as well as specific directions. The Technical Director may dismiss any crew member from a show that has not followed these rules or has too many unexcused absences.

If you are new to this program, I am thrilled you are going to join this wonderful Talon Theatre family and I welcome you to the Technical Theatre program. If you are old to this program, I am grateful for the opportunity to watch you grow and improve your technical skills. This is going to be a great show and I can’t wait to see how the team works!

I also encourage previous crew members to try something that they haven’t done before and for those of you who are new, what sounds most exciting to you? I have provided a brief description of each crew that is available for this show in order for you to make an informed decision about your crew preferences.

Thank you,

Christina Craig-San Vicente
Technical Director

Application Due by August 27, 2018
**Crew Responsibilities**

**Deck** Crew members are responsible for the movements of set pieces and set transitions throughout a show. This crew will work backstage during the show and may be responsible for any additional fly or special effect cues.

**Props** Crew members help backstage with any items that an actor would need to use or grab before going onstage. They help pre-set props and set dressings before and after certain scenes and they may help deck crew members with any larger scene shifts.

The **Light** Crew is responsible for implementing a light design to the show by either hanging/focusing lighting instruments, programming light cues to the board, operating the light board for the run of the shows, or operating follow spots during the shows.

**Sound** Crew is largely responsible for the upkeep and use of microphones, backstage monitors, speakers, and any other sound equipment during the course of the performances. Some members may be solely responsible for putting mics on actors backstage while others would be ‘mixing’ sound by operating the board from the booth.

**Production** Crew members will assist with any front of house operations including ushering before performances, running the box office or any merchandising/catering stands. They will also be encouraged to help design the tickets, flyers and the program for the show as well as use social media to market the shows and make general Talon Theatre announcements.

**Costume** Crew members are largely responsible for organizing, repairing, and cleaning the costumes before and after every rehearsal or show. They will take part in pulling costumes from a costume warehouse and wardrobe trailers and help fit and tailor the costumes for the cast of the show.

**Hair & Make-up** Crew will assist actors with hair and make-up application before the run of the show as well as help with any quick hair/make-up changes during the show. They will be especially responsible for any special make-up effects or hairstyles and wigs.

There will also be spots for individual Crew Heads based on performance, attitude and commitment to their crews. A Crew Head is in charge of their specific crew and will coordinate the responsibilities of their crew efficiently. These Crew Heads will be chosen by the Technical Director closer to tech week and they will be recognized in the program as such.
David & Lisa
TALON THEATRE CREW APPLICATION, Fall 2018

Name: ______________________________________  Grade: _____

Student Cell Phone: ___________________  Student Email: _________________________

Parent Name: ___________________________  City: ________________

Parent Cell Phone: ______________  Parent Email: _______________________

Why would you like to be a part of your first choice crew for this show?

Do you have any previous crew experience in Talon Theatre? If yes, please list any previous crew positions along with what show and what year you participated.

Please provide your top three choices for crew:

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If you would like to be considered for a Crew Head position, please answer the following questions:

1. What qualities do you have that would make you a good leader?

2. Do you have any relevant experience?

3. What, if any, Theatre classes have you taken?
1. **Schedule:** A detailed rehearsal schedule with specific call times will be made available after auditions. Every effort will be made to respect the student’s time during rehearsals. Rehearsals will begin on time and will end promptly according to the schedule. Students are expected to arrive 5 minutes before their call time. Due to the time consuming and complex nature of a major production, I must ask you to carefully consider and cooperate in scheduling trips, doctor, and dental appointments, and family events that conflict with the rehearsal schedule. *One of the goals of educational theatre is for students to learn how to manage their time.* Each member of the production is a vital part of the “team.” Your commitment to the production is a commitment to your fellow production members. This sometimes requires difficult choices. Please discuss your personal and school calendars and determine your priorities before applying for the show. Remember to consider commitments you have made to other SMCHS organizations, teams, and clubs. *While we want to provide opportunities for students to participate in a variety of activities, some conflicts may create undue hardship on the team, organization, or production and may be non-negotiable. It is the student’s responsibility to communicate with the director, coach, or teacher in advance to determine this.* To assist students and families in this process, we ask that you please list all conflicts on the Conflict Sheet. An unexcused absence from a rehearsal may result in the student’s dismissal from the show. Please note that STRIKE is to follow the final performance and is mandatory for all production members. Dinner will be served. Thank you in advance for your cooperation!

2. **Participation Fee:** $130 – Please include check or cash for payment with this contract
   This participation fee covers the cost of 10 Performance Week Dinners, Show T-Shirt, and the Cast Party. **DVDs may be ordered for $30 during performance week.**

3. **Parent Information Meeting:** There will be a mandatory information meeting for Parents of Crew members in the Dome on **September 4th at 6:00 p.m.**

4. **G.P.A.** Students must have a 2.0 G.P.A. for the current quarter in order to participate in the show. Students must be in attendance at school for at least the minimum required periods in order to attend extracurricular activities. This includes rehearsals.

5. **Discipline:** Theatre is a collaborative art form requiring the cooperation of all participants. Talon Theatre students are expected to conduct themselves in an appropriate manner that upholds Catholic Christian values of mutual respect and dignity and to adhere to all policies outlined in the SMCHS and Diocesan handbook. Parents will be contacted immediately should the need arise.

   Yes I have read, understand, and agree to the policies and procedures of Talon Theatre. I verify that my G.P.A. for the current quarter is at least a 2.0.

   Student Name: ___________________________________________ Grade: __________

   T-shirt size: ________________________________________________

   Student Signature: _________________________________________ Date: __________

   Counselor Signature: ________________________________________ Date: __________

   Parent/Guardian Signature: ________________________________ Date: __________

   Food Allergies: _____________________________________________

   Thank you for your support of SMCHS Talon Theatre and the arts in education!

Application Due by August 27, 2018