

Alice in Wonderland Crew Application and Contract

Priority Application Due: September 5th to Ms. Kemmerer's Box by 3:00pm

Final Application Due: September 8th to Ms. Kemmerer's Box by the end of the school day.

Name: _____ Grade: _____

Email: _____ Phone: _____

Please provide your top three choices for crew:

First Choice Crew: _____

Second Choice Crew: _____

Third Choice Crew: _____

Are you interested in leadership, potentially as an assistant crew head should the production team need one.

Yes

No

Crews for Alice in Wonderland:

1. Deck Crew
2. Props Crew
3. Lighting Crew
4. Sound Crew
5. Costume Crew
6. Hair/Makeup Crew
7. Marketing/House Crew

Attach the following application requirements to your application packet:

1. Complete a resume of theatre experience and other applicable experience.
2. In a one-page maximum answer the question: "Why do you want to be a part of the Talon Theatre production as a crew member?"
3. List of conflicts with specific production area of interest (see production schedules attached)
 - a. Only list conflicts with days that your area of interest is called.

I understand that even if I don't get my first-choice crew, I will put forth my best effort and attitude in order to make this experience more enjoyable and educational for me and my fellow crew members.

Initial: _____

I will adhere to the director's vision, the technical director's rules, and my crew leads tasks to work collaboratively to achieve production cohesiveness. I will be respectful and professional towards all members of the production.

Initial: _____

I understand that I can be removed from production if I fail to communicate conflicts prior to production. Conflicts after applications are due will not be accepted.

Initial: _____

I understand that I am a vital member of the team and will complete my necessary tasks to the best of my ability.

Initial: _____

Crew Responsibilities

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. Props crew will also be required to work shop days in per production to build and create set/props. Crew Lead: Props Master.

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. The sound crew will also be required for sound training days and installation days. Crew Lead: Sound Designer.

Lighting: crew is responsible for implementing a light design to the show by either hanging/focusing lighting instruments, operating the light board for the run of the shows, or operating follow spots during the shows. Lighting crew will also be required for lighting training days and hang/focus days. Crew Lead: Lighting Designer.

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. Special Effects Management is a part of the Deck Crew. Students will be appointed to operate certain special effects equipment. Deck crew will also be required to work shop days in per production to build and create set/props. Crew Head: Scenic Designer.

House: Crew members will assist with any front of house operations including ushering before performances, running the box office or any merchandising/catering stands. House crew will also support the marketing managers by taking photos and videos during the show process and assist in content creation (both digital and physical). Crew Lead: Marketing Manager.

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. Costume crew will also be required for costume fittings and lab days. Crew Head: Costume Designer.

Hair/Makeup: Crew will assist actors with hair and wig application before the run of the show as well as help with any quick changes during the show. This show will involve a lot of specialty hairstyles and wig applications. The crew will assist and train actors with make-up application before the run of the show as well as help with any quick changes during the show. Crew Lead: Hair/Makeup Designer.

Fall Production Schedule

EVENT	DAY	TIME	LOCATION	CALL
Design Mtg #1	8/29	2:45pm-3:45pm	Dome	All Designers, Mentors, SM, ASM, T.D.
Design Mtg #2	9/5	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM, T.D.
Design Mtg #3	9/12	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM, T.D.
Costume Measurements	9/16	10:00-12:00pm	Dome/BB	Costume Designers, Costume Mentor
Headshot Pictures for Makeup/Hair Design	9/16	10:00-12:00pm	Dome/BB	Makeup/Hair Designers, Makeup/Hair Mentor
Shop Day	9/16	10:00-4:00pm	Dome/Shop	Set Designer, Props Designer, Set Crew, Props Crew, T.D.
Shop Day	9/19	3:30-6:00pm	Shop	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Design Mtg #4	9/19	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM, T.D.
Shop Day	9/26	3:30-6:00pm	Shop	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Design Mtg #5	9/26	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM, T.D.
Shop Day	9/29	2:35-5:30pm	Shop	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Shop Day	9/30	10:00-4:00pm	Dome/Shop	Set Designer, Props Designer, Set Crew, Props Crew, T.D.
Costume Organization/Preparation	9/30	10:00-4:00pm	Choir Room/BB	Costume Designers, Costume Mentor, Costume Crew
Shop Day	10/3	3:30-6:00pm	Shop	Scenic Designer, Props Designer, Deck Crew, Prop Crew
Design Mtg #6	10/3	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM
Costume Fittings	10/4	3:35-6:00pm	BB	Costume Designers, Costume Mentor, Costume Crew
Set Load In	10/5	2:35-9:00pm	Shop/Dome	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Set Load In Finish	10/6	2:35-5:30pm	Shop/Dome	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Hair/Make-Up Organization/Preparation	10/7	9:00-10:00am	T8	Hair/Makeup Designers and Mentor
Hair/Make-up Crew Training	10/7	10:00-11:00am	T8	Hair/Makeup Designers, Mentor, and Hair/Makeup Crew
Designer Run-through	10/7	11:00am-1:30pm	Dome	All Designers, All crews, Mentors, SM, ASM
Designer Round Robin	10/7	1:30pm-2:00pm	Dome	All Designers, Mentors, SM, ASM
QLab Training	10/9	3:35-6:00pm	Dome/BB	Sound Designers, Sound Crew, Sound Design Mentor
Lighting Cueing Training	10/9	4:00-6:00pm	Dome	Lighting Designers, Lighting Crew, Lighting Mentor

Costume Lab Time (If needed)	10/9	3:35-6:00pm	BB/Choir	Costume Designers, Costume Mentor, Costume Crew
Lighting Focus	10/9	6:00-9:00pm	Dome	Lighting Designer, Mentor, T.D., Lighting Crew
Costume Lab Time (If needed)	10/10	3:35-6:00pm	BB/Choir	Costume Designers, Costume Mentor, Costume Crew
Shop Day	10/10	3:35-6:00pm	Shop	Scenic Designer, Props Designer, Deck Crew, Prop Crew, T.D.
Design Mtg #7	10/10	6:00-7:00pm	Hybrid	All Designers and Mentors, SM, ASM
Costume Lab Time (If needed)	10/11	3:35-6:00pm	BB/Choir	Costume Designers, Costume Mentor, Costume Crew
Shop Day	10/13	2:35-5:30pm	Dome/Shop	Set Designer, Props Designer, Set Crew, Props Crew, T.D.
Shop Day	10/14	10:00-4:00pm	Dome/Shop	Set Designer, Props Designer, Set Crew, Props Crew, T.D.
Costume Parade	10/16	3:00-7:00pm	BB/Choir	Costume Designers, Costume Mentor, Costume Crew, SM, ASM
Hair/Makeup Training for Cast	10/16	3:00-7:00pm	T8	Hair/Makeup Designers, Mentor, and Hair/Makeup Crew
Lighting Cueing Time	10/16	3:00-9:00pm	Dome	Lighting Designers, Mentor
Sound Load In/ Set Levels	10/16	3:00-9:00pm	Dome	Sound Designer, Mentor, SM, ASM
Sound Levels Continued and Mic Training	10/17	3:00-9:00pm	Dome	Sound Designer, Mentor, Sound Crew
Deck Crew Training/ Transition Through Show	10/17	3:00-6:00pm	Dome	Deck Crew, Set Designer, T.D., SM, ASM
Lighting Cueing Time	10/17	3:00-9:00pm	Dome	Lighting Designers, Mentor
Q2Q Act 1	10/18	3:00-9:00pm	Dome	Lighting Designers, Lighting Crew, Sound Designers, Sound Crew, Deck Crew, Props Crew, Scenic Designer, T.D., Lighting Mentor, Sound Mentor, Scenic Mentor, SM, ASM
Q2Q Act 2	10/19	3:00-9:00pm	Dome	Lighting Designers, Lighting Crew, Sound Designers, Sound Crew, Deck Crew, Props Crew, Scenic Designer, T.D., Lighting Mentor, Sound Mentor, Scenic Mentor, SM, ASM
Wet Tech Run-through with Quick Changes and specialty makeup/hair *Meal provided	10/20	3:00-9:00pm	Dome	ALL CREWS, CREW HEADS, MENTORS, SM, ASM, T.D. AND DESIGNERS
Dress Rehearsal #1 *Meal provided	10/21	10:00-6:00pm	Dome	ALL CREWS, CREW HEADS, MENTORS, SM, ASM, T.D. AND DESIGNERS
Dress Rehearsal #2 *Meal provided	10/23	3:00-10:00pm	Dome	ALL CREWS, CREW HEADS, MENTORS, SM, ASM, T.D. AND DESIGNERS

Dress Rehearsal #3 *Meal provided	10/24	3:00-10:00pm	Dome	ALL CREWS, CREW HEADS, MENTORS, SM, ASM, T.D. AND DESIGNERS
Preview *Meal provided	10/25	3:00-10:00pm	Dome	ALL CREWS, CREW HEADS, MENTORS, SM, ASM, T.D. AND DESIGNERS
Show #1 and 2 *Meals provided	10/26	8:00am-10:00pm	Dome	ALL CREWS, CREW HEADS, SM, ASM, T.D.
Show #3 *Meal provided	10/27	3:00-10:00pm	Dome	ALL CREWS, CREW HEADS, SM, ASM, T.D.
Show #4 *Meal provided	10/28	3:00-10:00pm	Dome	ALL CREWS, CREW HEADS, SM, ASM, T.D.
Show #5 *Meal provided	10/29	10:00am-5:00pm	Dome	All CREWS and CREW HEADS, SM, ASM, T.D.
Strike *Meal provided	10/29	5:00-8:00pm	Dome	All CREWS and CREW HEADS, SM, ASM, MENTORS, T.D.

* Costume Design Pulls will be scheduled with mentor once designers decide their needs for this production

- this will not be required for costume crew, but they are invited to attend.

*Mentors will not be present during the duration of the show.

* Marketing Crew will meet with Marketing Managers throughout production. Meetings and tasks will be set by Marketing Managers.

*Minor adjustments may be made to the schedule, but these will be communicated to the cast well in advance.

TALON THEATRE DESIGN CONTRACT

FALL 2023

PARENTS AND STUDENTS ARE ASKED TO PLEASE READ CAREFULLY BEFORE SIGNING

1. **Schedule:** A detailed production schedule with specific call times is attached to this contract. Every effort will be made to respect the student's time during rehearsals. Production team call times will start and end as noted. 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 for your careful consideration and cooperation in scheduling trips, doctor and dental appointments, and family events that conflict with the rehearsal schedule. Please discuss your personal and school calendars on the production schedule attached. **An unexcused absence from a rehearsal may result in the student's dismissal from the production team.**
2. **Strike:** All Cast, Crew, and Production Members are required to stay for entirety of STRIKE after the final performance. It is essential that students stay to participate in the restoration of all spaces and organization of supplies and equipment.
3. **Participation Fees:**
\$230 fee covers the following:
 - a. Show T-Shirt
 - b. Tech and Performance week dinners (12)**TOTAL FEE: This fee is automatically billed to your Facts Management account on September 15**
**Show Recordings sold separately for \$35 and may be ordered during performance week.*
4. **Rehearsal Snacks:** All cast/crew parents are required to bring snacks to one rehearsal/production day. A Signup Genius will be sent via email with all rehearsal/production dates, and we ask that each family sign up for one day to bring enough snacks for 50 students.
5. **Parent Participation:** Each family, via parent volunteers, is required to sign up for a preproduction responsibility *and* show-week responsibility. Volunteer support of Talon Theatre is essential to maintaining the integrity and professionalism we wish to achieve with our shows. Without volunteer support, additional costs will be applied to Talon Theatre. Therefore, we are asking all families to volunteer. If you are unable to volunteer, additional show fees will be charged to your FACTS account to support the production financially. *All families are asked to volunteer or accept additional show fees by October 31.* A Signup Genius will be sent via email for both volunteer responsibilities which will include all the details.
 - a. Preproduction responsibility: Please sign up to volunteer for responsibilities during preproduction *or* \$100 additional show fees will be added to your FACTS account on October 31.
 - b. **AND:** Show-week responsibility: Please sign up to volunteer for responsibilities during show-week *or* \$200 additional show fees will be added to your FACTS account on October 31.

**\$300 will be added to the show fees for families unable to provide any volunteer support. Additional fees will be added to FACTS on October 31.*

Thank you for your support! We look forward to working together to continue the tradition of excellence in Talon Theatre. With your help, and with the spirit of *Caritas Christi*, Talon Theatre students will continue to demonstrate the love and appreciation for artistry, talent, and distinction that is customary to SMCHS Performing Arts

6. **IN PERSON MANDATORY Parent Information Meeting:** There will be a **mandatory meeting for all parents** (cast, crew, and production) on **Wednesday, Sept. 13th at 6:00PM IN THE DOME.** One adult from each family is asked to attend. Students do not need to be present for the parent meeting.

7. **G.P.A./Academics:** Students MUST have a minimum 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 extra-curricular activities. This includes rehearsals. You MUST have a signature from your counselor to participate in the play.
8. **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 uphold 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. Closed toe shoes are to be worn for all production work.

THESPIAN PLEDGE:

I promise to uphold the aims and ideals of the International Thespian Society. I am a student of theatre and excellence is my ideal. I promise to perform my part as well as I can, to accept praise and criticism with grace, to cooperate with my fellow Thespians, to work for the good of the troupe, and to share my love of theatre.

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

PLEASE PRINT CLEARLY

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Student Email: _____

Student Phone: () _____

Parent Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Best Parent Email for weekly communications:

Parent cell phone: () _____

Counselor Signature: _____ **Date:** _____

Student T-Shirt Size: _____

Food allergies/dietary restrictions: _____

**SANTA MARGARITA CATHOLIC HIGH SCHOOL
STUDENT MEDICAL RELEASE**

I hereby request that _____ participate in the 2023 FALL Production
(Students Name) produced by Talon Theatre

I, the parent (guardian) of the above named student, hereby, give my permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform with directions and instructions of the supervisory personnel in charge of the activity. I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity. Should it be necessary for my child to have medical treatment (including dental or hospital treatment) when they are being supervised by SMCHS personnel, I hereby give the school personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician.

I agree that in the event my child is injured as a result of his/her participation in the above named activity, whether or not caused by the negligence (active or passive) of the school or any of its agents or employees, recourse for the payment of any resulting hospital, medical, dental treatment or related costs and expenses will first be had against any accident, hospital, medical or dental insurance, or any available benefit plan of mine and/or of my spouse.

Student Name: _____ GRADE _____

Student Date of Birth: _____

Parent 1 Name and email: _____

Parent 2 Name and email: _____

Address: _____ City: _____

Parent Cell Phone: _____

Parent Work Phone: _____

Home Phone: _____

Health Insurance Company: _____

Health Insurance Phone #: _____

Health Insurance Policy #: _____

Doctor's Name and Phone Number: _____

(Parent or Guardian's Signature)

(Date)

Allergies/Medical Problems/Disabilities:

Emergency Contact Information

In the event of an emergency, SMCHS will attempt to contact the student's parents/guardians. If they cannot be reached, please provide three additional relatives/friends SMCHS can contact. If you do not have enough emergency contacts, please enter n/a into the field.

Contact 1

Name: _____

Phone 1: _____

Phone 2: _____

Relation to Student: _____

Contact 2

Name: _____

Phone 1: _____

Phone 2: _____

Relation to Student: _____

Contact 3 - Out of state contact

Name: _____

Phone 1: _____

Phone 2: _____

Relation to Student: _____