

Lend Me a Tenor Crew Application

Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Grade Level: _____

Please list any previous stage crew experience:

The crew position I am interested in is:

Please number 1-3 in order of preference

_____ Props/Stage Crew	_____ Costumes	_____ Hair/Makeup
_____ Lights	_____ Sound	_____ House Manager*
_____ Stage Manager	_____ Asst. Stage Manager	_____ Asst. Director

Stage crew participation fee is \$150, which covers: t-shirt, professional set design and staff, professional lighting and sound design, tech dinners, and cast party. Due at first rehearsal.

*No participation fee for House Manager

Rehearsals/Performance Schedule:

Please see attached calendar for a detailed rehearsal/performance schedule. Crew calls are TBA and differ depending on your position.

Student Conflict Information:

_____ I have no conflicts for rehearsal or show schedule

_____ I have the following conflicts (**Last column for director's use only**):

Date(s)	Time(s)	Reason for conflict	<u>Approved</u>

Only those conflicts signed off as approved by the Director are accepted.

Director's Signature

PARTICIPATION AGREEMENT
FOR THE
FALL PRODUCTION

My son/daughter, _____, has my permission to be involved in the spring production of ***Lend Me a Tenor***. Both my student and I understand the time and financial commitment that he/she must make. I accept responsibility for my student attending all tech rehearsals and performances for the production and I will ensure that he/she is at all rehearsals on time (unless otherwise excused by the director previous to the time of absence). I will also provide transportation or make arrangements for transportation for my son/daughter to get to rehearsal at school. I will provide continuous support and volunteer to help make this the best experience for my son/daughter.

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

Parent Contact Information:

Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Cell Phone: _____

I will _____ will not _____ be able to attend the parent meeting on Thursday, September 29th at 5:30pm in the OAR. I am interested in helping with: _____

(please see attached "Parent Volunteer Jobs" for job descriptions)

Lend Me a Tenor

PARENT VOLUNTEER JOBS

This description of volunteer opportunities should be reviewed prior to the Parent Meeting on **Thursday, September 29th at 5:30pm**. At that meeting you will be asked to sign up to help with these jobs. Please do not send this form in with the audition packet.

In order to ensure a successful production, it is essential that the family of each student involved in this show volunteer to support it in some way. If everyone volunteers for a job, all of the important tasks can be accomplished. Your student and the entire production will be the beneficiary of your time and energy. We all say THANK YOU....especially your student.

ALL parents are asked to help with concession sales. A schedule for those shifts will be distributed closer to the time of the performances.

MPR Preparation – Assist with MPR preparation during Tech Week, with direction from the producers. Coordinate all necessary items needed for set up including courtyard décor, labeling seat numbers, restroom signs, concession and ticket tables, tablecloths, table displays, and price signs. Work with telegram and concession chairs to set prices for all items to be sold. Arrange for removal of décor upon completion of show and return/storage of all items.

MPR Display Case/Peninsula Library Showcase – Mount headshots provided by Headshot Photographer. Arrange creative display with cast and crew headshots, rehearsal pictures, and other show items, within budget provided by producers. Take down MPR/Library cases at conclusion of show and return any borrowed items.

Publicity - Write press release for the show and distribute with publicity photo to local newspapers/magazines. Submit article to *The Wave* editor, and coordinate with faculty to promote the play through Edline announcements, principal's weekly update and "Live from 205."

Banners – Pick up banners from Director/Producers and take to "Fastsigns" in Torrance for re-lettering. Responsible for hanging banners when and where permitted (producers will advise where arrangements have been made) and take down at completion of the show for return to the school.

Poster/Postcard - Coordinate with poster/postcard designer to pick-up and drop-off artwork at the printers. Make sure the Director approves the proof prior to printing. Coordinate poster distribution during the week of March 21st. Insure that posters are displayed in as many places as possible - businesses, libraries, city halls, elementary and intermediate schools, etc. (a list of locations from previous shows will be provided). Encourage other parents and cast members to approach businesses where they might have a relationship. Make sure to include "Poster Hanging and Distribution" instructions for students so they will know where and how to put up posters (directions are also on file). Postcards: Arrange for printing at Separacolor. Arrange for mailing with Perry Mailing Services. Allow plenty of lead-time to insure mail delivery of postcards to area families a full 10 days to 2 weeks prior to first night of show.

Volunteer Coordinator – Coordinate and confirm all parent volunteers for telegram and concession sales during performances. Provide volunteer schedule to producers. Supervise cash boxes during performances.

Concessions - Purchase all snacks and beverages to be sold. Work with MPR Preparation team to set prices for items and make signs. Work with MPR Preparation team to make sure there are enough tables and table cloths for all concession sales. Responsible for concession set-up and clean-up each performance.

Telegrams - Work with producers to design a telegram and make copies of blank telegrams to be sold before the show and during intermission. Ensure there are enough telegrams and pens available. Confirm with Director the availability of ushers for preshow and intermission delivery of telegrams. Work with MPR Preparation team to create signs with prices.

Rehearsal Meals (Donation) - Provide rehearsal snacks for the cast, crew and staff during the Saturday Sitzprobe and Run-thru Week. Arrange for food, drinks, paper goods and any cleaning supplies. Students will serve themselves and clear their own dishes, but parents are responsible for final clean up, including tables, floors and trash removal.

Cast Dinners – Provide dinner and dessert for cast, crew and staff during Tech Week. Arrange for food, drinks, paper goods and any cleaning supplies. Producers will provide locations, final head count, and budget for each meal. Students will serve themselves and clear their own dishes, but parents are responsible for final clean up in Faculty Dining Room, including tables, floors and trash removal.

Cast Party - Arrange for closing party for cast and crew Saturday, April 23rd about 9:30pm-12:00am. Organize food and drink within budget. Prepare invitation with location, phone number, time, and directions. Confirm number of attendees.

Props - Work with director to create a prop list. Coordinate rental/purchase of props and deliver to the director. Replenish any perishable props during performances. Pack-up props during Sunday strike and return any rentals.

Hair/Makeup – Assist with hair and makeup for tech/performances

Ticket Coordinator - Contact ticket company to order tickets. Work with Patty Camp in the ASB office to oversee and fulfill all online ticket purchases. Be at each show 45 minutes before curtain to sell tickets. Deliver the tickets to the ASB office the morning after each weekday performance. Pick up the tickets and cash boxes from the ASB office prior to shows.

Program/Ads: Work with a computer publishing program to create the program that will be distributed at each performance. Receive and edit bios from cast members. Work with director to prepare all written material in the program, including the cover art. Collect ads and insert ad art into program. Collect ad money and submit it to the Director. Work with headshot photographer to receive headshots to insert into bios. Take final program to printer and pick up programs when complete. Monitor number of programs left during the production and order more if needed. Send follow up letters to each sponsor along with a program thanking them for their donation.

Photos - Coordinate headshots and rehearsal photos for program, press releases, and display cases.

T-Shirts - Collect cast/crew t-shirt sizes, coordinate getting artwork from designer to the t-shirt company and facilitate shipment and/or pick-up of t-shirts and deliver them to the director.