

Stage Crew Information

The Miraculous Journey of Edward Tulane

September 3, 2024

To students and families interested in stage crew for the fall production:

The Miraculous Journey of Edward Tulane is a serious-but-family-friendly play, adapted by Dwayne Hartford from the book by Kate DiCamillo. It is an award winning script, with some fun opportunities for tech/design!

Prep Crew:

We need prep crew starting 9/16, to get lights, sound, costumes, sets, and props prepared for the show. Prep crew will meet on most **Mondays from 3:00-5:00**. You do not need to commit to attending every week, just come as your schedule allows. Later on, I may schedule certain tasks for certain dates, which will be visible on the rehearsal schedule in Google Drive. Additional optional prep crew times and dates may be added as needed.

Stage Managers:

If you are interested in being part of the stage management team (7th and 8th only), please speak with Ms. Hall. Stage managers come to many rehearsals, help record blocking, keep lots of lists, and generally assist the actors and director in rehearsals. Later they take on leadership responsibilities with running crew.

Running Crew:

Starting **the week of 10/28** (after fall sports finish), Running Crew will join rehearsals to practice all the things that happen during performances (lights, costumes, sets, props, sound). Students may express job preferences, but as with actors and casting, the director will make the final decision about which students fill which crew roles. I strive to pair experienced crew members with newcomers, and also to ensure that students gain a range of experiences during their time in middle school.

Expectations:

Stage crew is an essential part of any theatre production. These jobs can be challenging, rewarding and fun. They will also require hard work, creativity, concentration, common sense, patience, and organization. Between the exciting moments there are also unexciting moments – crew members are expected to maintain concentration and good behaviour through the busy times and the down time!

Crew members frequently work without direct adult supervision, and students on crew are expected to act responsibly. Crew members also frequently work with and around expensive equipment. They should never use, or touch, camera, sound or lighting equipment, props, sets, or technical equipment if they have not been trained by an adult to do so. Finally, crew must be ready and willing to ask for help when they need it.

Rehearsals and Attendance for Running Crew:

Please fill in the availability calendar on the next page carefully. Running crew will require attendance on all, or almost all, dates in the final three weeks. Circle "yes" on the calendar if you can attend on that day, circle "no" if you cannot attend. For running crew, absence from a scheduled rehearsal on a day marked "yes" (other than illness/emergency) will be considered "unexcused." Unexcused absence or changes in availability may result in your running crew role being reassigned.

Communication:

Students should join the *Edward Tulane* Google Classroom with code: 45wjdin. My primary method of communication with students will be through the stream in this classroom. I will communicate with families primarily by email, so please do include all relevant adult emails on the permission form. It is usually easiest to reach me by email, khall@lincnet.org. My office phone extension is 1128, but I'm rarely in my office!

I look forward to working with you and your children this fall. Please email or call if you have any questions or concerns, now or further down the road.

Kristin Hall
(she/her/hers)

***Please keep a copy of the availability calendar for yourself for future reference!

Extracurricular Activities Medical Questionnaire

THIS INFORMATION WILL ACCOMPANY YOUR STUDENT WHEN EMERGENCY ROOM ADMISSION IS APPROPRIATE AND PARENTS/GUARDIANS ARE NOT AVAILABLE.

THIS FORM MUST BE COMPLETED FOR EXTRACURRICULAR ACTIVITY AND SUBMITTED TO THE SCHOOL NURSE **PRIOR TO THE START OF EACH SEASON** A STUDENT PLANS TO PRACTICE, COMPETE, PERFORM AND/OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY.

*Note: The school nurse is **NOT** present before, during, or at after-school extracurricular programs. It is the responsibility of the parent/guardian to complete and return this form to the school nurse before their child can participate in each and any activity. Students with current asthma or a life-threatening allergy will **NOT** be allowed to participate without their prescribed medications or test/snack kits in their immediate possession. NOTE: Glucagon and Diastat CANNOT be administered by a medically unlicensed individual such as a coach or teacher. ALL PARENTS OF STUDENTS WITH HEALTH CONDITIONS REQUIRING EMERGENCY MEDICATION MUST ALSO COMPLETE AND SIGN THE "Non-School Hours Health Directive" form.*

Student's Name _____ DOB _____ Gender _____
Address _____ Grade _____ Home Phone _____
Parent/Guardian Name _____ Parent/Guardian Name _____
Work Phone _____ Work Phone _____
Cell Phone _____ Cell Phone _____

Significant current or past medical problems or injuries:

Allergies (food, insect, latex, medication):

Current Medications:

Emergency Medications Required: ___EPI-PEN ___INHALER ___INSULIN ___DIASTAT ___OTHER

Please Check One:

___My child does not need any emergency medication.

___My child will have his/her emergency medication in his/her possession during after-school activities.

Date of last tetanus immunization _____

Physician's Name _____ Phone # _____

Health Insurance Co _____ ID # _____ Group # _____

I authorize the coach/teacher of the Lincoln Public Schools to obtain emergency medical care for my child for illness or injury received during participation in extracurricular activities including travel. Permission is also given to the attending physician to treat said illness or injury. The coach/teacher will make every reasonable attempt to contact parents/guardians in the event of emergency illness or injury. The coach/teacher will carry this signed form to insure proper care and treatment of my child.

Parent/Guardian Signature _____ Date _____

*If your child has emergency medications or specific medical needs, an additional form may be sent to you.

Fall 2024 Stage Crew

Prep crew forms due by the first day you attend. Running crew forms due by Thursday, 10/17

Full name, as you wish it to appear in the playbill _____
Please write very clearly!

Name you use in rehearsals/school _____ Pronouns *(optional)* _____

Grade _____ Advisory teacher _____

I am interested in:

- Prep Crew only (don't need to complete the calendar)
- Running Crew only
- Both

Availability for running crew:

CIRCLE EITHER "YES" (can attend) OR "NO" (cannot attend) FOR EVERY DATE!

| Monday | Tuesday | Wednesday | Thursday | Weekend |
|---|----------------------------------|-----------------------------------|---|--|
| 10/28 3:00-5:00 Yes No | 10/29 3:00-5:00 Yes No | 10/30 12:55-4:00 Yes No | 10/31 3:00-4:30 Yes No | Sunday 11/3 12:00-5:00 Yes No |
| 11/4 3:00-5:30 Yes No | 11/5 3:00-5:00 Yes No | 11/6 12:55-4:30 Yes No | 11/7 3:00-5:00 Yes No <small>(Possibly we will not use this date, but please reserve it in case it is needed.)</small> | No rehearsal |
| 11/11 No school No rehearsal | 11/12 3:00-6:00 Yes No | 11/13 12:55-4:30 Yes No | 11/14 3:00-6:15 Yes No | No rehearsal |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|----------------------------------|--|--|--|
| 11/18 8:00-2:50 (in school) Yes No | 11/19 3:00-6:30 Yes No | 11/20 SHOW 1:00-5:00 Yes No | 11/21 SHOW 5:30-9:00 Yes No | 11/22 SHOW 5:30-9:00 Yes No |

I understand that any absences on dates marked above with "YES" will be considered to be unexcused (except for absence from school due to illness).

Parent/Guardian Signature _____

Student Signature _____

BE SURE TO KEEP A COPY OF THIS CALENDAR FOR YOURSELF!

Permission Form and Contract – Stage Crew – Edward Tulane 2024

I, _____ (parent/guardian name),

agree to my child, _____'s participation in the Lincoln School's fall production as part of the stage crew.

- **I confirm that I have filled in the availability calendar with my child, and that they can attend on all dates for which I have circled "yes."** (For running crew)
- I understand that more than one unexcused absence may result my child's running crew role being reassigned.
- I have read the whole information letter, and I understand the commitment we are making.

Parent/Caregiver Signature _____

**Email(s) _____

Phone(s) _____

** Email will be the primary method of communication used by the director.

Student Contract (Stage Crew)

I have checked my calendar with an adult. I can attend on days for which we have circled "yes."

If I have more than one unexcused absence, I understand that my running crew role may be reassigned.

I will be responsible, reliable, helpful, and safe at all times, even when working without direct adult supervision.

I will not touch any equipment, props, costumes or scenery that I do not need to touch as part of my job. Even if it is my job, I will not play with them.

I understand that failure to meet the above conditions of my contract may result in me being removed from the stage crew.

I will make sure that I eat lunch on rehearsal days, and bring snacks if I need them (which I will eat in the lobby or courtyard). I understand that failure to meet this condition will mean that I am hungry!

Student signature _____

Fall Play Volunteer Opportunities

Please circle any roles/tasks that interest you.
If you circle multiple jobs, you will not be asked to do everything you circle!

Adult Name(s): _____

- I have a current CORI on file with the school office (last 3 years).
 I still need to go to the school office to initiate the CORI check.

In advance:

Parent Volunteer Coordinator - in charge of organizing schedules for parent supervisors etc.

Costume Coordinator – gathering, selecting from storage, checking with students (during rehearsals)

STUFFED ANIMAL MAKING & DOLL CLOTHES SEWING – This is the big one. Sewing experience required. Ideally a job shared between many people.

Properties Gathering – nothing too unusual, and not many

Portrait Photographer – to take photos, add names, and print photos for the lobby display

Publicity – press releases, possibly poster design, hanging posters, sign board

Publicity Photographer – work with publicity to take a few rehearsal photos for publicity purposes

Company Party Organizing – plan and run the post-show party for cast and crew

Snack Sale Coordinator(s) – plan and run the intermission/post show snack sale

Sunday 11/3: Rehearsal Supervisors & Costume support 12:00-2:30 (2) 2:30-5:00 (2)

Rehearsal support – an extra adult presence at as many of the mandatory rehearsals as possible

During the production week (November 18-22) and after:

Candid photographer(s) – with camera that will work with theatre lighting and no flash, take photos during dress rehearsals and/or performances; share photos with the director, party organizers (for slide show), and photo distribution volunteer.

Photograph Sharing/Distribution – After the show: select/edit photos. Then, working within district guidelines for privacy and photo use, share photos securely with cast and crew families.

Backstage supervision (Tuesday, Wednesday, Thursday, Friday) (2-3 each day)

Costume supervision (Tuesday, Wednesday, Thursday, Friday) (1 each day)

Makeup (Wednesday, Thursday, Friday) (2-3 each day)

Lobby Display (Monday) - Hang 'Head Shots' and possibly some candid

Snack Sale helpers (Wednesday, Thursday, Friday) – during intermission and post-show

Party set up, supervision and clean up (Friday) – (4-5 people)

"Strike" (Friday after the performance) - help take apart the set and clear the stage, put away props and costumes (while your children are at the party)

Thank you!