



Student Tech Crew Information Packet

Student Tech Crew Coordinator

Gina DiBella

athena.techcrew@gmail.com

Student Stage Managers

Jonathan Wasilewski

jwas150@yahoo.com

Amanda Martinez

ajmartinez145@yahoo.com

Website: www.gamstheatre.org

Facebook: *Greece Athena Middle School Theatre's Annie*

Student Tech Crew Contact List

Crew	Contact Person(s)	Email	Phone	Notes
Costumes	Cindy Stanek	cdkstanek@aol.com		
	Cheryl Fisher	rcfisher@rochester.rr.com		
	Jen Tuttle	jeffjen1@frontiernet.net		
Lighting	Matt Dennis	matthewdennis@frontiernet.net		
	Alec Gonnella*	alec.gonnella@gamstheatre.org		
	Dan Scacchetti*	dan.scacchetti@gamstheatre.org		
Make-Up/Hair**	Laura Mitrano	lauralilee@yahoo.com		** High School Students ONLY
Props	Kimberly Bo	kimberly.bo@theberrycompany.com		
	Maxine Murphy	maxine@rochester.rr.com		
	Emily Wallmann*	ewallmann@frontier.com		
Set Construction	Larry Strassner	ljrstrassner@rochester.rr.com		
	Ray Umbrino	72drptop@gmail.com		
	Chuck Fulkerson	chuck-mk@rochester.rr.com		
Stage Crew	Amanda Martinez*	ajmartinez145@yahoo.com		
	Jonathan Wasilewski*	jwas150@yahoo.com		
Production Assistants	Various people <i>may</i> contact you if they need your help. Or you can contact the following:			
- Cast Attendance**	Mike Nersinger	mdn413@aol.com		**8 th grade or High School only
- Photography		athena.techcrew@gmail.com		
Director	Julieann Bechtold	julieann.bechtold@greece.k12.ny.us		
Assistant to the Director	Kelly Larkin	kclarkin4@gmail.com		
Production Coordinator	Ron Fisher	rfisher97@gmail.com		
Technical Director	TBA			
Tech Crew Coordinator	Gina DiBella	athena.techcrew@gmail.com		

* = student tech leader(s) for that crew

Visit the Greece Athena Middle School Theatre Website: www.gamstheatre.org for Tech Crew Updates.



STUDENT TECH CREW GENERAL INFORMATION

Thank you for your interest in being part of the Student Tech Crew for the Greece Athena Middle School Theatre production of *Annie*. The Student Tech Crew includes the areas of: Set Construction, Stage Crew, Lighting, Props, Costumes, Photography and Production Assistance.

Students (or their parents) should contact the chairperson or manager of the area they are interested in to find out more about working on that crew or committee. Names and email addresses can be found on the **Student Tech Crew Contact List** in this packet. Most crews require a parent or adult to accompany students when they come to work, including set construction, lighting, props and costumes.

In addition to the contact list, this packet includes information, schedules, forms and contracts to get you started on the crew.

The **Student Tech Crew Schedule** contains important dates/deadlines as well as *tentative* dates for set construction, tech rehearsals, dress rehearsal and performances. The calendar will be updated as needed and posted on the *Annie* website.

The **website** – www.gamstheatre.org – has a separate page for the Student Tech Crew. It will contain general information, date changes, construction schedule changes, forms you need and so forth. We'll also email everyone important information when we're made aware of it, so please be sure we have a working email address for you and your parent/guardian.

Parent email addresses will be added to the *Annie* e-newsletter list and you should start receiving weekly updates on the production shortly. While a lot of the information pertains to the actors, please read the e-newsletter for tech updates as well.

All students interested in working on the Tech Crew must return the **Student Tech Crew Contract** by February 4. Students who want to work backstage during the show on Stage Crew, Lighting or Props must return the **Back Stage Commitment Contract** AND the **Student Tech Crew Contract** by February 4. Students who have never worked on the crew before must also supply the names of two references and attach two **Reference Information Forms** to their contracts.

If you'd like to order an APAC Technical Crew shirt or other Tech Crew clothing items, please complete the **Tech Crew Clothing Order Form** and return it along with payment by February 4. **Please note:** The attached order form is for Tech Crew clothing items, not *Annie* items. The order form for *Annie* apparel is available on the website and is due January 25.

Contracts and Tech Crew Clothing forms can be mailed to:

Gina DiBella
P.O. Box 16773
Rochester, NY 14616

Any questions? Email: athena.techcrew@gmail.com



IMPORTANT INFORMATION FOR BACKSTAGE CREWS

Students who want to work on Stage Crew, Lighting Crew and Props Crew

Students who want to work on the Stage Crew, Lighting Crew or Props Crew (referred to below as “backstage crews”) are required to commit more time than some of the other crews or committees. We have a limited amount of room backstage during the shows and must keep the size of these crews to a minimum. The more commitment you give ahead of time, the better chance you’ll have of being on one of the backstage crews.

Students must work at least eight (8) hours on pre-production activities to work on the backstage crews. The eight hours must be completed **by February 25**. Pre-production activities can include set construction/painting, lighting load-in, props or costume construction/creation. A sign-in sheet will be available in the workshop and in the costume room. Be sure to sign in and out each time you come to work. That’s how your hours will be tracked.

For safety reasons, **middle school students must be accompanied by an adult when they come to help** on pre-production activities. If you’re working on the set, be sure to wear old clothes that can get dirty or splattered with paint. Set Construction for students will begin at the APAC on February 1. This is when we’ll need your help the most.

Backstage crew members must be available to attend all tech rehearsals, the dress rehearsal, and be available to work at least three (3) of the shows (preferably one full weekend). In the case of the lighting crew, the majority of help is needed prior to the actual performances. Only a few experienced students will be able to work on lights during the shows and will be chosen by the Lighting Crew Advisor. Participation on the other backstage crews during tech week rehearsals and performances will be determined after February 25 by the Student Stage Managers (Stage Crew) and the Props Team Co-Chairs (Props) based on hours worked, references, and positions available. For Stage Crew, because of the limited amount of space backstage, sixth graders and other middle school students new to the crew might only work three performances. The Props Crew will be assigned by space available during each performance.

Backstage crew members must wear all black (long sleeve shirt, pants, socks, shoes) and no large jewelry during tech rehearsals, dress rehearsal, and performances. If you’d like to order tech crew clothing, be sure to return the attached order form by February 4.

Students working on the backstage crews must return: the **Student Tech Crew Contract**, the **BackStage Commitment Contract** and, for students new to the crew, two Reference Information Forms by February 4. If you miss this deadline, you will not be able to work on a backstage crew.

For questions regarding Stage Crew, feel free to contact the Student Stage Managers.

Jonathan Wasilewski: 474-8744 (cell-after school hours)/ email: jwas150@yahoo.com

Amanda Martinez: 690-6338 (cell-after school hours)/ email: ajmartinez@yahoo.com

We look forward to working with you on our production of *Annie*.

- This schedule is subject to change.
- Check www.gamstheatre.org for updates.



Greece Athena Middle School Theatre Tentative Student Tech Crew Schedule

(as of 1/21/12)

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> • Students must work on Set Construction and/or Lighting Load-In to be on Stage Crew. • Don't forget to sign-in when you come to work. • All middle school students MUST be accompanied by an adult when working on pre-production work for Set Construction, Lighting, Props and Costumes. 			1 Set Construction APAC: 6:00-9:00 PM ?	2 Set Construction APAC: 6:00-9:00 PM ?	3 Note: ALL students must return the <i>Student Tech Crew Contract</i> . Stage, Lighting & Props Crew members must ALSO return the <i>Backstage Commitment Contract & Reference Forms</i> .	4 Set Construction APAC: 9 AM-3 PM ? ALL STUDENT TECH CREW CONTRACTS & CLOTHING ORDERS DUE!
5	6	7 Set Construction APAC: 6:00-9:00 PM ?	8 Set Construction APAC: 6:00-9:00 PM ?	9 Set Construction APAC: 6:00-9:00 PM ?	10	11 Set Construction APAC: 9 AM-3 PM ?
12	13	14 Set Construction APAC: 6:00-9:00 PM ?	15 Set Construction APAC: 6:00-9:00 PM ?	16 Set Construction APAC: 6:00-9:00 PM ?	17	18 Set Construction APAC: 9 AM-3 PM ?
19	20 NO SCHOOL	21 NO SCHOOL Set Construction APAC: 6:00-9:00 PM ?	22 NO SCHOOL Set Construction APAC: 6:00-9:00 PM ?	23 NO SCHOOL Set Construction APAC: 6:00-9:00 PM ? <i>Tentative</i> Follow Spots & Other Specials Load-In Time: TBD	24 NO SCHOOL <i>Tentative</i> COM Load-In Time: TBD Sound Load-In Time: TBD	25 Set Construction APAC: 9 AM-3 PM ? LAST CHANCE TO COMPLETE REQUIRED WORK HOURS!

Deadline: Crew Contracts & Reference Forms Due /Crew Clothing Orders Due - February 4, 2012

Annie website: www.gamstheatre.org

- This schedule is subject to change.
- Check www.gamstheatre.org for updates.



Greece Athena Middle School Theatre
Tentative Student Tech Crew Schedule
(as of 1/21/12)

February/March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 <i>Tentative</i> Lighting Load-In Time: TBD	28 Set Construction APAC: 6:00-9:00 PM ? <i>Tentative</i> Lighting Load-In Time: TBD	29 Set Construction APAC: 6:00-9:00 PM ? <i>Tentative</i> Lighting Focus & Gel Time: TBD	1 Set Construction APAC: 6:00-9:00 PM ?	2 Lighting - Install Rental Equipment Time: TBD Hang Drops Time: TBD	3 Run Thru Show ? Tech Only Rehearsal? Time: TBD
4 TECH WEEK BEGINS! Tech-Only Rehearsal? Time: TBD Cue-to-Cue Time: TBD	5 Hang Drops Time: TBD 1st Tech Rehearsal Time: 5 PM	6 2nd Tech Rehearsal Time: 5 PM	7 School Assemblies (Crew needed.) TBD 3rd Tech Rehearsal Time: 5 PM	8 Dress Rehearsal 6:30 PM Crew Call: 5:00 PM	9 Opening Night Show - 7:30 PM Crew Call: 6 PM	10 Show - 2 PM Crew Call: 12:30 PM Show - 7:30 PM Crew Call: 6 PM
11	12	13	14	15	16 Show - 7:30 PM Crew Call: 6 PM	17 Show - 2 PM Crew Call: 12:30 PM Closing Night Crew Call: 6 PM Adult Crew Begin Load-Out after show Student Cast/Crew Party - after show

Deadline: Crew Contracts & Reference Forms Due /Crew Clothing Orders Due - February 4, 2012

Annie website: www.gamstheatre.org



STUDENT TECH CREW CONTRACT

To be completed by ALL students.

Student Name: _____

(please print)

As a participant in the Athena Middle School Theatre Student Tech Crew for *Annie* I agree to the following:

- By myself or with the help of my parent/guardian, contact the chairperson/manager of the crew(s) I am interested in working on so I can start to work.
- Attend meetings, work sessions and/or rehearsals for my crew/committee.
- Notify my crew's chairperson/manager when I cannot attend a scheduled meeting or rehearsal.
- Turn in and do all required homework for my subjects in school.
- Maintain at least a 2.0 (C) or above average and follow the Board of Education grade policy for participation in extracurricular activities.
- Commit no violations against the Greece Central School District Code of Conduct expectations.
- Be respectful to all crew chairpersons/managers, directors, adult helpers and other members of my crew at all times.
- Learn my responsibilities for the show and do my best.

After learning about the responsibilities and requirements involved, I would like to work on the following crew(s):

_____ Set Construction	_____ Stage Crew**	_____ Photography
_____ Costumes	_____ Props**	_____ Production Assistant
	_____ Lighting**	

Student Signature _____ Date _____

** If you plan to work on **Stage Crew, Lighting or Props**, you and your parent/guardian must also complete the Backstage Commitment Contract on back. → → → → → → → → →

As Parent/Guardian:

- I give my child permission to participate on Greece Athena Middle School Theatre's *Annie* Student Tech Crew. (Performances are: March 9 & 10 and 16 & 17, 2012.)
- I agree to support my child by making sure that he/she follows the above requirements and any other requirements outlined by his/her crew chairperson/manager.
- I agree that an adult will accompany my child to any Student Tech Crew work session when adult supervision is required.

Parent/Guardian Signature _____ Date _____

Students & Parents/Guardians: Please complete, sign and return this *Student Tech Crew Contract* to the *Annie* box in Mrs. Bechtold's Room (521).
OR Mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.

ALL STUDENT TECH CREW CONTRACTS ARE DUE BY SATURDAY, FEBRUARY 4, 2012.



BACKSTAGE COMMITMENT CONTRACT

To be completed by all students who plan to work on Stage Crew, Lighting Crew or Props Crew.

Complete and return by: SATURDAY, FEBRUARY 4, 2012.

Return this contract, the Student Tech Crew Contract, and two (2) Reference Information Forms (new crew members only) to the box in Mrs. Bechtold's room (521)
OR mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.

I would like to be part of the Stage, Lighting or Props Crew for Annie.

- I will work at least eight (8) hours on Set Construction, Lighting Load-In or another pre-production activity by Saturday, February 25. I will sign-in when I arrive. If I am a middle school student, an adult will accompany me.
- I will act responsibly while I am at school helping, stay in the work area and not wander the halls.
- I will work in a safe manner.
- I will clean up my work area before leaving.
- If chosen to work on the backstage crew I will attend all tech rehearsals and the dress rehearsal.
- I understand that I must wear all black (shirt, pants, socks, shoes) during tech rehearsals, dress rehearsals and performances.
- I will listen to and follow instructions from student stage managers and adults at all times.
- I understand that if I do not follow the guidelines listed above, as well as those on the Student Tech Crew Contract, I will not be able to participate on the Stage, Lighting or Props Crew.
- I understand that members of the Stage Crew must be able to work at least three (3) shows.

I WILL BE AVAILABLE for the following performance dates/times:

(Please place an "X" in front of each show you can work.)

_____ Friday, March 9 @ 7:30 p.m.	_____ Friday, March 16 @ 7:30 p.m.
_____ Saturday, March 10 @ 2 p.m.	_____ Saturday, March 17 @ 2 p.m.
_____ Saturday, March 10 @ 7:30 p.m.	_____ Saturday, March 17 @ 7:30 p.m.

(Student's Signature)

(Parent/Guardian's Signature)

Please complete the following information. Please print.

Student's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Email: _____

Student's Email Address (if different): _____

Phone #: _____ **Emergency/Cell Phone #:** _____

(where we can reach your parent/guardian)

Have you ever worked on Stage, Lighting or Props Crew before? When? _____

If you have never worked on the *GAMS Theatre Student Tech Crew*, please attach Reference Information forms to this contract and list references below.

Name of 1st Reference: _____

Name of 2nd Reference: _____

Annie Backstage Crew Reference Request

Student Name: _____
Grade: _____ **House (for MS students only):** _____

The student listed above is applying for a position on the Backstage Crew for **Annie** and has asked you to be a reference for him or her.

Please fill out your name and email address on the form below and return it to the student so he/she can return it with his/her tech crew contracts by February 4, 2012.

Once we have received this information from the student, we will send you an email message with a link where you will be able to fill out an online reference form.

Please be sure to complete the form as the student's ability to serve (or not serve) on the crew will be dependent on your response. Please keep this half of the form as a reminder when you receive the reference link via email.

Thank you.

Gina DiBella
Student Tech Crew Coordinator

Julieann Bechtold
Director

Annie Backstage Crew Reference Information Form

Student Name: _____
Grade: _____ **House (for MS students only):** _____

I agree to complete an online reference form for the student listed above.

Reference's Name: (please print) _____

Reference's Position/Title: _____

Reference's Email Address: _____

Reference's Signature: _____

Attention Student:

- Please complete the student information at the top and bottom of this form, and have your reference fill in the reference information. (PLEASE PRINT)
- Leave the top half of this sheet with your reference, and attach the bottom half of this sheet to your tech crew and backstage commitment contracts.
- One reference must be an Athena teacher; the other reference can be a teacher, Athena staff member, or adult you have worked with in another organization (e.g. scouts, dance or sports).
- **All contracts and reference forms must be returned by Saturday, February 4, 2012** to be considered for a position on the backstage crew. Return to the box in Mrs. Bechtold's room (521) or mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.

Annie Backstage Crew Reference Request

Student Name: _____
Grade: _____ **House (for MS students only):** _____

The student listed above is applying for a position on the Backstage Crew for **Annie** and has asked you to be a reference for him or her.

Please fill out your name and email address on the form below and return it to the student so he/she can return it with his/her tech crew contracts by February 4, 2012.

Once we have received this information from the student, we will send you an email message with a link where you will be able to fill out an online reference form.

Please be sure to complete the form as the student's ability to serve (or not serve) on the crew will be dependent on your response. Please keep this half of the form as a reminder when you receive the reference link via email.

Thank you.

Gina DiBella
Student Tech Crew Coordinator

Julieann Bechtold
Director

Annie Backstage Crew Reference Information Form

Student Name: _____
Grade: _____ **House (for MS students only):** _____

I agree to complete an online reference form for the student listed above.

Reference's Name: (please print) _____

Reference's Position/Title: _____

Reference's Email Address: _____

Reference's Signature: _____

Attention Student:

- Please complete the student information at the top and bottom of this form, and have your reference fill in the reference information. (PLEASE PRINT)
- Leave the top half of this sheet with your reference, and attach the bottom half of this sheet to your tech crew and backstage commitment contracts.
- One reference must be an Athena teacher; the other reference can be a teacher, Athena staff member, or adult you have worked with in another organization (e.g. scouts, dance or sports).
- **All contracts and reference forms must be returned by Saturday, February 4, 2012** to be considered for a position on the backstage crew. Return to the box in Mrs. Bechtold's room (521) or mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.

PARENT CONTACT INFORMATION

Student Name _____

CAST _____ CREW _____

Parent/Guardian Contact (MAIN) _____

Relationship to student _____

PHONE: Preferred: Home ____ Cell ____ Work ____

Home _____ Cell _____ Work _____

Email to use for updates, notes, newsletters, etc.....(OK to also list student email here but we prefer a parent email)

Email 1 _____

Email 2 _____

Parent/Guardian Contact (ALTERNATE) _____

Relationship to student _____

PHONE: Preferred: Home ____ Cell ____ Work ____

Home _____ Cell _____ Work _____

Do you wish for this contact to also receive communication updates regarding the play: yes no

Email 1 _____

Email 2 _____

Does student have any allergies or other important issues we need to be aware of? _____

Emergency Contact (other than parent/Guardian Name _____

Phone _____

***Please return this form along with other Student Tech Crew Contracts and paperwork to:
Gina DiBella P.O. Box 16773 Rochester, NY 14616 or to the Annie box in Mrs. Bechtold's room.***



Athena Middle School Theatre Tech Crew

Clothing Order Form

Name: _____

Address: _____ Phone: _____

Email Address: _____

You will be notified by email when and where you can pick up your order.

Note: The APAC Tech Crew logo will appear on ALL items. These are NOT ANNIE clothing items.

Make checks payable to Athena Middle School Theatre.

Check #: _____

APAC Tech Crew Clothing Items

Indicate quantity next to size.

LEFT CHEST EMBROIDERED

Table with columns for item name, price, and sizes (YL, S, M, L, XL, 2XL/3XL) and a Total \$ column.

Larger shirts can be ordered for an extra charge. Indicate the size (2XL, 3XL, 4XL) and the quantity next to the XL column and add additional charges to the price (2XL-\$3.00, 3XL-\$5, 4XL-\$7.00).

All prices include tax.

TOTAL: _____

Make checks payable to: Greece Athena Middle School Theatre .

Mail to: Gina DiBella
P.O. Box 16773
Rochester, NY 14616

Questions? Email: athena.techcrew@gmail.com

Order form and payment must be RECEIVED by Saturday, February 4, 2012.