



Student Tech Crew Information Packet

Student Tech Crew Coordinator

Gina DiBella

athena.techcrew@gmail.com

Student Stage Managers

Stephanie Petersen

peanutbutterlvr@frontiernet.net

Jonathan Wasilewski

cawski@frontiernet.net

Student Tech Crew Contact List

| Crew | Contact Person(s) | Email | Phone | Notes |
|-------------------------------|---|---|-------|-------|
| Costumes | Cheryl Fisher | rcfisher@rochester.rr.com | | |
| | Cindy Stanek | cdkstanek@aol.com | | |
| | Jen Tuttle | jeffjen1@frontiernet.net | | |
| Hair | Amy Attili | hockeymom1120@yahoo.com | | |
| | Beth Race | beth_race@urmc.rochester.edu | | |
| Lighting | Matt Dennis | matthewdennis@frontiernet.net | | |
| Make-Up | Sharyl Pavone | schooly1@aol.com | | |
| Props | Gina Bopp | beaner1@rochester.rr.com | | |
| | Nancy Handley | nchandle@rochester.rr.com | | |
| Publicity | Petrena Hayes | petrenahayes@aol.com | | |
| Set Construction | Tom Waydelis | twaydeli@rochester.rr.com | | |
| | Chuck Fulkerson | chuck-mk@rochester.rr.com | | |
| Stage Crew | Stephanie Petersen | peanutbutterluvr@frontiernet.net | | |
| | Jonathan Wasilewski | cawski@frontiernet.net | | |
| Production Assistants | Various people <i>may</i> contact you if they need your help. | Check www.gamstheatre.org "Who to Contact" for specific areas. | | |
| Director | Carl Wager | carl.wager@greece.k12.ny.us | | |
| Production Coordinator | Ron Fisher | rfisher97@gmail.com | | |
| Technical Director | Steve Pasquarella | pasq@rochester.rr.com | | |
| Tech Crew Coordinator | Gina DiBella | athena.techcrew@gmail.com | | |

Visit the Greece Athena Middle School Theatre Website: www.gamstheatre.org.



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 *Oliver!* The Student Tech Crew includes the areas of: Set Construction, Stage Crew, Lighting, Props, Make-Up, Hair, Costumes, Publicity 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. Many of the crews require a parent or adult to accompany students when they come to work, including set construction, lighting, 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 *Oliver!* website.

The *Oliver!* **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 try to email everyone with important information when we're made aware of it, so please be sure we have a working email address for you or your parent.

Parent email addresses will be added to the *Oliver!* **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 January 23. Students who want to work back stage during the show on Stage Crew, Lighting or Props must return the **Back Stage Commitment Contract** AND the **Student Tech Crew Contract** by January 23.

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 January 25. **Please note:** The attached order form is for Tech Crew clothing items, not *Oliver!* items. Order forms for *Oliver!* apparel are available on the website and are due January 20.

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 BACK STAGE 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 “back stage crews”) are required to commit more time than some of the other crews or committees. We have a limited amount of room back stage 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 back stage crews.

Students must work at least six (6) hours on pre-production activities to work on the back stage crews. The six hours must be completed **prior to Tech Week**, which begins February 20. 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 get paint on them. Set Construction is currently being done off-site. It will begin at the APAC on Monday, February 8. This is when we’ll need your help the most.

Back stage crew members must attend all tech rehearsals, the dress rehearsal, and be available to work at least four (4) of the shows. In the case of the lighting crew, the majority of help is needed prior to the actual performances. Only a few students will be able to work on lights during the shows. These students will be chosen by the Lighting Crew Advisor. Participation on the other back stage crews during tech week rehearsals and performances will be determined by the Student Stage Managers (Stage Crew) and the Props Team Co-Chairs (Props).

Back stage 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 January 25.

Students working on the back stage crews must return BOTH the **Student Tech Crew Contract** and the **Back Stage Commitment Contract** (also in this packet) by January 23.

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

Stephanie Petersen: 225-8541 (home)/email: peanutbutterluvr@frontiernet.net

Jonathan Wasilewski: 225-4282 (home)/ email: cawski@frontiernet.net

We look forward to working with you on our production of *Oliver!*

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



Greece Athena Middle School Theatre

Tentative Student Tech Crew Schedule

(as of 1/9/10)

January

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|---|--|--|--|--|
| 17 | 18 | 19 | 20 Set Construction Barn: 6:00-9:00 PM | 21 | 22 Note: ALL students must return the <i>Student Tech Crew Contract</i> . Stage, Lighting & Props Crew members must <u>ALSO</u> return the <i>Back Stage Commitment Contract</i> . | 23 Set Construction Barn: 9 AM-1PM <u>ALL</u> STUDENT TECH CREW CONTRACTS DUE! |
| *** Students must be accompanied by an adult when working on Set Construction, Lighting Load-In and Costumes. *** | | | OLIVER! CLOTHING ORDERS DUE! | | | |
| 24 | 25 TECH CREW CLOTHING ORDERS DUE! | 26 | 27 Set Construction Barn: 6:00-9:00 PM | 28 | 29 | 30 Set Construction Barn: 10:30 AM - 2:30 PM |
| 31 | 1 | 2 | 3 Set Construction Barn: 6:00-9:00 PM | 4 | 5 | 6 Set Construction Barn: 9 AM-1 PM HS Load-Out Time: TBD |
| February | | | | | | |
| 7 Walk for Wellness Greece Ridge Mall Time: TBD HS Load-Out Time: TBD | 8 OLIVER! Load-In Time: TBD Set Construction APAC: 6:00-9:00 PM | 9 Set Construction APAC: 6:00-9:00 PM | 10 Set Construction APAC: 6:00-9:00 PM | 11 | 12 Set Construction APAC: 6:00-9:00 PM | 13 Set Construction APAC: 10:30 AM-4:30 PM |
| 14 Tentative Lighting Load-In Time: TBD | 15 NO SCHOOL Set Construction APAC: 6:00-9:00 PM Tentative Lighting Load-In Time: TBD | 16 NO SCHOOL Set Construction APAC: 6:00-9:00 PM Tentative Lighting Focus & Gel Time: TBD | 17 NO SCHOOL Set Construction APAC: 6:30-9:30 PM | 18 NO SCHOOL Set Construction APAC: 6:00-9:00 PM | 19 NO SCHOOL Lighting - Install Rental Equipment Time: TBD Hang Drops Time: TBD | 20 Set Construction APAC: 10:30 AM-4:30 PM - LAST CHANCE TO COMPLETE REQUIRED WORK HOURS! |

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



Greece Athena Middle School Theatre
Tentative Student Tech Crew Schedule
(as of 1/9/10)

February

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|--|---|--|---|--|
| 21 TECH WEEK BEGINS! Cue-to-Cue Time: TBD | 22 Hang Drops Time: TBD (during day) 1st Tech Rehearsal Time: 5 PM | 23 2nd Tech Rehearsal Time: 5 PM | 24 School Assemblies (Crew needed.) Time: TBD 3rd Tech Rehearsal Time: 5 PM | 25 Dress Rehearsal 7 PM Crew Call: 5:30 PM | 26 Opening Night Show - 7:30 PM Crew Call: 6 PM | 27 Show - 2 PM Crew Call: 12:30 PM Show - 7:30 PM Crew Call: 6 PM |

March

| | | | | | | |
|---|----------|----------|--|----------|--|---|
| 28 | 1 | 2 | 3 | 4 | 5 Show - 7:30 PM Crew Call: 6 PM | 6 Show - 2 PM Crew Call: 12:30 PM Closing Night Show - 7:30 PM Crew Call: 6 PM Adult Crew Begin Load-Out after show Student Cast/Crew Party - after show |
| 7 OLIVER! Load-Out 9 AM - ??? | | | <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. • <u>ALL</u> students (middle and high school) MUST be accompanied by an adult when working on Set Construction at the Barn. • Due to limited space at the Barn, please contact Tom Waydelis (twaydeli@rochester.rr.com) or Chuck Fulkerson (chuck-mk@rochester.rr.com) before going to work at the Barn. • All middle school students MUST be accompanied by an adult when working on pre-production work at Athena on Set Construction, Lighting and Costumes. • Check www.gamstheatre.org —> "Student Tech Crew" regularly for updates to this schedule. | | | |

Deadlines: January 23 - Crew Contracts Due / January 25 - Crew Clothing Orders Due
Oliver! 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 *Oliver!*

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 with no failing (F) grades on my report card.
- 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 | _____ Props** | _____ Costumes |
| _____ Stage Crew** | _____ Make-Up | _____ Publicity |
| _____ Lighting** | _____ Hair | _____ Production Assistant |

Student Signature _____ **Date** _____

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

As Parent/Guardian:

- I give my child permission to participate on Greece Athena Middle School Theatre's *Oliver!* Student Tech Crew. (Performances are: Feb. 26 & 27, March 5 & 6, 2010.)
- 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 *Oliver!* box in Mr. Wager's Room (522).
 OR Mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.

ALL STUDENT TECH CREW CONTRACTS ARE DUE BY SATURDAY, JANUARY 23, 2010.



BACK STAGE 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, JANUARY 23, 2010.

*Return this contract and the Student Tech Crew Contract to the **Oliver!** box in Mr. Wager's room (522) OR mail to: Gina DiBella P.O. Box 16773 Rochester, NY 14616.*

I would like to be part of the Stage Crew, Lighting Crew or Props Crew for *Oliver!*

- I will work at least six (6) hours on Set Construction, Lighting Load-In or another pre-production activity prior to Tech Week (Feb. 21). 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. I will 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.
- 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 four (4) shows.

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

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

_____ Friday, February 26 @ 7:30 p.m.
 _____ Saturday, February 27 @ 2 p.m.
 _____ Saturday, February 27 @ 7:30 p.m.

_____ Friday, March 5 @ 7:30 p.m.
 _____ Saturday, March 6 @ 2 p.m.
 _____ Saturday, March 6 @ 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 Crew, Lighting Crew or Props Crew before? _____

Name(s)/Date(s) of Shows: _____



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 OLIVER! clothing items.

Make checks payable to: Greece 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) 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-\$2.50, 3XL-\$5, 4XL-\$7.50).

TOTAL: _____
Please add 4% sales tax: _____
GRAND 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 Monday, January 25, 2010.