

Thoreau MS Tech Team Form

Legally Blonde Jr.

Being a part of Thoreau Theatre is a great experience. It is also, however, a serious time commitment. All students are expected to attend all rehearsals they are called for without exception. Any student unwilling to dedicate the time for rehearsals or unable to attend them regularly should not apply.

Legally Blonde Jr Performance Dates:

- Thursday, June 2 at 7pm [call time 5:00pm]
- Friday, June 3 at 7pm [call time 5:00pm]
- Saturday, June 4 at 3pm AND 7pm [call time 1:00pm]

TO DO LIST:

- Research: Listen to and read the script to Legally Blonde Jr. [attached to the website]
- Complete the entire Tech Team form and bring it to C-107 NO LATER than Mar 18, 2022
- Put an X in any known conflicts [see attached calendar on form]
- Write one page paper typed (12pt font) why you should be chosen for the role you desire. [Job listings and requirements are on the next page] Again, why should Miss K. pick you? Include reasons and examples of why you would be good for the role and possibly what past shows you have participated in to prepare you for this.
- Turn paper, form and conflicts in by March 18
- Each role will have a different time commitment. For example, some roles will meet during Eagle Time as a team and work outside of rehearsal times to collect supplies, etc. ALL tech team members will be called the last two weeks of May and the first week of June.

Please keep in mind... not everyone who turns in an application will be assigned a tech job.

We are looking for responsible and reliable students who are organized and able to work independently.

Assignments will be posted Monday, March 21.



Stage Manager

Advanced Theatre Arts Student preferred or someone with Theatre Experience will be able to call with a HS student who has had experience

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Production/Rehearsal Notes:**

Notes received from the director should be written down and tracked through the rehearsal. These notes will need to be added to the to-do list

- **Biography Creation:**

Google form for information for Show Program

- **Prompt Script:**

Maintains prompt script with all cues light and mic cues

- **Preset and Running Lists:**

Creates checklists for tasks to be done before, during, and after performances. Check in with each tech team for their running lists - combine these together

TECH WEEK/PERFORMANCE:

- Call the show's cues on headset
- Makes sure all cast and crew members are present at call time



Assistant Stage Manager

Assists the stage manager during the rehearsal process and is in the wings during the show if something is needed from the stage manager. They are the ones communicating with the backstage crew and actors.

- **Tracking:**

Tracks the use of props and costumes in the show

- **Music:**

Runs music during rehearsals if sound team is not present.

TECH WEEK/PERFORMANCE:

Runs the backstage during tech and performance



Props Master

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Props Plot:**

Read the script and make a props list: Which characters use which items and when (what page number). State your design concept, important prop notes, etc.

- **Set renderings:**

Renderings are full-color drawings of the front view of each scene's set. Work with the director for preferences. Director has the final say and must give approval on all sets.

- **Run Sheets:**

Creates run sheets for the show to track preset, scene changes, and post-show scenic and props responsibilities - This must be submitted to the ASM. This should include all the set and props set up before the show, and the scene changes with: when, where, out of which set and into which set? Who's helping with the change? Are there any special instructions?

TECH WEEK/PERFORMANCE:

- Set up props table
- Presets scenic pieces
- Presets props pieces
- Oversees all scenic changes
- Assists clean up of the props table



Props Team

- **Production Calendar:**

Ensures all deadlines are met

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Assist Scenic Designer and Assistant**

As needed, assist with building, painting, etc of set pieces and props

TECH WEEK/PERFORMANCE:

- Sweep Stage
- Mop Stage
- Assist with props preset

- Assist with scenic preset
- Assists with all scenic changes
- Strike onstage props
- Strike SR and SL props
- Put away all scenic items backstage



Marketing Manager and Marketing Team

- **Production Calendar:**

Ensures all deadlines are met

- **Social Media:**

Responsible for updating theatre instagram page with rehearsal pictures/videos and promoting the show via social media

- **Poster Distribution:**

Oversees the distribution of posters to the community. This includes creating a list of places to hang posters at and assigning locations to members in the company.

- **Official Trailer and Promo Video:**

Serves as production person for camerawork and for editing the videos

- **Lobby Displays:**

Creates materials for lobby displays; Also creates displays of the cast and crew with headshots. (will work with Miss K. on vision)

- **Concessions:**

Creates concessions posters, decorations and Break a Leg O Grams

- **Usher Training:**

Train ushers on checking tickets and passing out programs with Miss K.

TECH WEEK/PERFORMANCE:

- Serves as house manager during the performances of the show
- Oversees audience set up
- Oversees stage apron (once the house opens, no one is allowed on the apron - cast, crew or audience member)
- Oversees lobby set up - concessions, and tickets tables and decor
- Oversees ushers
- Oversees lobby clean up
- Oversees house clean up - all items, trash, programs, chairs, etc
- Assists with lobby set up - concessions, and tickets tables and decor



Lighting Designer

Advanced Theatre Arts Student preferred works with Mr. DiCenzo in creating light plot and running cues during tech/shows

- **Budget:**

Manages and track light budget. All light supplies that must be purchased with the size, color, price, and quantity. Please limit your purchases to the [Philadelphia Theatrical Supplies](#) or Amazon

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Preliminary Lighting Cue Sheet:**

Read through the play and determine where the light cues are and what they could be. This cue list will be discussed and refined with the help of the director

- **Final Lighting Cue Sheet:**

Watch a final run of the show and ensure where the light cues are and that they are correct. This cue list must include any lighting - spotlights, cyc lights, etc. A copy of this list should be given to the spotlight operators, the stage manager(s) and the marketing director (for lobby display)

TECH WEEK/PERFORMANCE:

- Oversees set up of light board and spotlights
- Covers emergency lights with black poster board
- Completes a light check before each show
- Oversees the run of the lights during the show
- spot light operators
- Oversees light board and spotlights storage



COSTUME DESIGNER and WARDROBE ASSISTANTS

works with Miss K. in purchasing and organizing

- **Production Calendar:**

Meets costume department deadlines

- **Budget:**

Manages and track costume budget. All costumes that must be purchased with the size, color, price, and quantity. Please limit your purchases to amazon, costumer.com and etsy

- **Costume Plot:**

Read the script and make a costume list: Which characters wear which costumes and when (what page number). State your design concept, your color palette, important costume items, double cast roles, cast sizes/ allergies, costume groups, and costume items. Each costume is broken down into the specific pieces that make up that costume (skirt, blouse, apron. etc)

- **Oversees pulling, fitting and altering costumes:**

Make sure to get approval from the director before making the final decision on any costume. Work with the Makeup Designer to coordinate hair and makeup looks

- **Run Sheets:**

Creates run sheets for the show to track preset, quick changes, changes, and post-show costume responsibilities - This must be submitted to the ASM. This should include all the quick changes with: Who, which character, when, where, out of which costume and into which costume? Who's helping with the change? Are there any special instructions?

TECH WEEK/PERFORMANCE:

Set up quick-change areas

Assists with check-ins of all costumes

Completes costume quality check of every actor before curtain

Oversees all costume quick changes

Assists with check-outs of all costumes

Oversees the clean up of the bathrooms, locker rooms and dressing rooms - ensuring no costume pieces or personal items are left behind

Assists with laundry and costume maintenance between shows



Makeup/Hair Designer and Assistants

- **Budget:**

Manages and track makeup and hair budget. All makeup and hair items that must be purchased with the size, color, price, and quantity. Please limit your purchases to [Ben Nye Makeup](#) and Amazon

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Makeup Design Inspiration Board:**

Makeup and Hair research appropriate to the play. What is the era? What other factors would affect what the characters look like? Images that present the era, style of play, example makeup, hairstyles, and techniques

- **Makeup Worksheet:**

Complete the makeup planning worksheet to plan out your approach to this show

- **Makeup Renderings:**

Renderings are full-color drawings of the front or back view of a character in hair and makeup. State your design concept, your color palette, important makeup items, double cast roles, cast details and allergies. Each character should have a separate rendering, even if played by the same

actor. Work with the director for preferences. Director has the final say and must give approval on all looks. Work with the Costume Designer to coordinate hair and makeup looks

- **Makeup Hygiene Training**

Ensures that all makeup artists are trained to keep the makeup, the applicators, the application areas and all the supplies sanitized and organized.

- **Oversees makeup and hair training**

Ensures that all actors are able self-apply basic stage makeup and are knowledgeable in how to do their hair. For any makeup, other than basic, ensure that the makeup artists know how to apply to actors correctly, quickly and hygienically.

- **Run Sheets:**

Creates run sheets for the show to track preset, quick changes, changes, and post-show makeup responsibilities - This must be submitted to the ASM. This should include all the quick makeup changes with: Who, which character, when, where, out of which makeup and into which makeup? Who's helping with the change? Are there any special instructions?

TECH WEEK/PERFORMANCE:

Assists with set up makeup and hair application area

Oversees all makeup application

Oversees all hair application

Completes makeup and hair quality check of every actor before curtain

Oversees all makeup quick changes

Assists with clean up of all makeup and hair supplies



Sound Designer

- **Production Calendar:**

Meets light department deadlines

- **Budget:**

Manages and track sound budget. All sound supplies that must be purchased with the size, color, price, and quantity. Please limit your purchases to the [Philadelphia Theatrical Supplies](#) or Amazon

- **To-Do List:**

Keeps up and tracks to-do checklist

- **Preliminary Sound Cue Sheet:**

Read through the play and determine where the sound cues are and what they could be. This cue list will be discussed and refined with the help of the director

- **Sound Design Inspiration “Board”:**

Research music/sounds appropriate to the play. What is the era? What other factors would affect the environment? Music should be inspirations for your design that focuses on the mood and style appropriate for the time period of the play. Create a spotify playlist to share with the director. This music will be played pre-show, during intermission and post-show.

- **Oversees mixer board, microphones and cable set up**

Set ups the sound table and runs cables to mixer board. Cables should be zip tied together and taped to floor/wall with painters tape. Ensures all equipment is working properly and is used properly by actors and techs.

- **Signal flow chart and microphone assignments**

Creates a chart for who has what microphone, when, when it needs to be turned on and off and what levels it should be set to. Also includes if it changes actors, to who, when and WHO is changing it.

- **Final Sound Cue Sheet:**

Watch a final run of the show and ensure where the sound cues are and that they are correct. This cue list must include any sounds - music, sound effects, mics, mic changes, etc. A copy of this list should be given to the sound operators, the stage manager(s) and the marketing director (for lobby display)

- **Run Sheets:**

Creates run sheets for the show to track preset, and post-show lighting responsibilities and who they are assigned to - This must be submitted to the ASM.

TECH WEEK/PERFORMANCE:

Oversees set up of sound board and mics

Trains all actors who use mics how to care for them and use them properly

Completes a sound check before every show

Oversees the run of the sound during the show

Oversees sound operators

Oversees sound board and mics storage

Prepares wireless mics

Helps actors get in and out of wireless mic apparatus at each tech rehearsal and performance

Runs the sound during the show

Puts sound board and mics into storage



STAGE CREW MEMBERS

- Members will be back stage and in charge of moving things on and off stage during the musical
- Each member will be assigned a "chorographed" assignment for moving set pieces
- In charge of keeping the stage area clean and the wings organized

