

STAGECRAFT & DESIGN

Crew/Wardrobe Expectations

- **Be On Time for all calls.** This means arrive 15 minutes before call, dress into your blacks, put your cell phones/electronic devices and all other personal items away, sign in & be ready to begin pre-show tasks at call time. (eat before you arrive)
 - Everyone is to meet in the design studio at the start of call time to check in with supervising teacher & stage manager.
- If you cannot make a call or are going to be late, call the Stagecraft Faculty on duty or stage manager as soon as you know.
- **Wear full “blacks”.** This includes long black pants, long sleeve black shirt (no logo unless it is an official Stagecraft & Design shirt), black socks & black shoes (no heels, flip-flops, open toe/open back shoes). Depending on your position you may be asked to tie back long hair, no exceptions.
 - Everyone on crew, regardless of their assigned duty for the show, is required to follow the dress code.
- Once call begins you will have a pre-show checklist of tasks you need to complete, once complete you need to check in with your stage manager before you are “finished” with pre-show duties. If you have a break before places, you may hang out in the design studio only.
 - When the show is finished you will have a post show checklist of tasks that you need to complete, once complete you need to check in with your stage manager. There may be notes that the stage manager needs to go over with the entire crew. You are not excused for the evening until all tasks are complete and you’ve been excused by the Stagecraft & Design Supervising Teacher.
- **Be where you’re supposed to be when you’re supposed to be there.** Inside of call time, do not hang out in public (audience) areas. Once you are in places you are to remain at your post unless you have the OK from your stage manager to leave. If you leave your post, with the permission of the stage manager, the only other place you may be is the design studio or costume shop.
- **NO CELL PHONES/ELECTRONIC DEVICES during show call time.** ALL cell phones/electronic devices will be placed in personal backpacks, purses, etc. and placed in designated area in design studio. Cell phones/electronic devices are to stay in backpacks, purses, etc. until the end of call. If any cell phone/electronic devices is out during call time it will be confiscated by supervising teacher and held until the end of that call.
- **Only sealed water bottles allowed in Costume Shop, Dressing Rooms, Design Studio & Backstage. NO FOOD, COFFEE, SODA ETC.** We have Eldorado Springs water available in the Design Studio, bring your own water bottles.
- **BACKSTAGE BEHAVIOR**
 - Respond to all Stage-management calls by saying thank you.
 - Be respectful of Teachers, Stage Managers, Crew Heads, Crew Members & Performers.

- o Proper headset etiquette at all times
- o Take all issues & conflicts with personnel or scheduling to a teacher in the Stagecraft & Design Department.
- o Always move with speed, but do not rush or panic.
- o Always be aware of what is going on around you
- o Always maintain a pleasant attitude.
- o Be prepared.
- o Pay attention.
- o Be appropriate.
- o Do your job to the best of your ability.

Not following the above will be counted as an infraction against your grade.

Examples of infractions:

- Late to call
- Not dressed in proper blacks
- Having your cell phone out during call time
- Not being where you are supposed to be
- Hanging out in the lobby during call
- Being inappropriate on headsets
- Being inappropriate in general
- Eating backstage
- Not doing your designated tasks

Run/Wardrobe Crew Scoring

All Stagecraft & Design students must participate in run/wardrobe crew for one show each semester that will be assigned by the Stagecraft & Design faculty. Crew contracts will be handed out & must be signed by you and a parent and turned into Ms. Kirksey by the due date indicated. If there are any schedule conflicts they must be turned in with the contract by the due date. Any absences not previously excused by the Stagecraft & Design faculty will not be considered excused and may be grounds for dismissal from the show resulting in a failing grade for your participation in that show.

Participation in run/wardrobe crews is worth 200 points, crew contracts are worth 50 points, and combined are worth 10% of the semester grade. Following is what you will be graded on as a crew member:

- Dress code (blacks)
- Punctuality
- Run/wardrobe duties & conduct

1st infraction lose 20 points

2nd infraction lose 30 points

3rd infraction lose 50 points

4th infraction lose 100 points, dismissal from show

Any unexcused absence is grounds for dismissal from the show. Certain conduct, even if it's the 1st infraction, could be grounds for dismissal. If you are dismissed from a show due to unexcused absence or behavior you will lose all your points.

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Run/Wardrobe Crew Expectations Signature Page

I have read and understand the expectations of my conduct while performing the duties of run crew or wardrobe crew for DSA performances.

Student Signature _____ Date _____

Print name _____

I have read and understand the expectations of my child's conduct while performing the duties of run crew or wardrobe crew for DSA performances.

Parent Signature _____ Date _____