

## **STAGECRAFT & DESIGN**

### **Crew/Wardrobe Expectations**

- **Be On Time for all calls.** This means arrive 15 minutes before call, dress into your blacks, turn your cell phones/electronic devices in and put 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.
- You are required to clock in/out using your QR code at the beginning and end of all calls. If you do not clock in you will receive no hours for that time. If the costume shop is locked when you leave you may send Jess an email when you leave and she will clock you out. If you do not send this email the evening of, you will receive one hour for that call. No exceptions.
- **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 completed 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/work call time.** ALL personal electronic devices including but no limited to: cell phones, electronic devices, computers, smart devices and other electronic communication devices will be collected by Stagecraft & Design Faculty and secured in a locking cart for the duration of call time. 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 and a parent/guardian will be notified.
- **DPS WEAPON POLICY-** Type 5 offense: Carrying, bringing, using, or possessing a knife or dangerous weapon without the authorization of the school or District (including any firearm or firearm facsimile that could reasonably be mistaken for an actual firearm, spring action or compressed air devices such as BB guns, fixed-blade knives with blades longer than 3”, pocket knives with blades longer than 3.5”, spring-loaded knives, and any other objects used or intended to be used to inflict death or serious bodily injury). The Discipline Ladder does not apply to Type Five Offenses. Students who commit these offenses are to be given a 3-10 day out-of-school suspension and, as required by state law, there will be a recommendation for expulsion and notification of law enforcement (with the exception of “habitual disruption”). See Section 4-2 of Policy JK-R for more information
- 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 and PROFESSIONALISM**

- Respond to all Stage-management calls by saying thank you.
- Be respectful of Teachers, Stage Managers, Crew Heads, Crew Members & Performers.
- Proper headset etiquette at all times
- Take all issues & conflicts with personnel or scheduling to a teacher in the Stagecraft & Design Department.
- Always move with speed, but do not rush or panic.
- Always be aware of what is going on around you.
- Always maintain a pleasant and positive attitude.
- Be prepared.
- Pay attention.
- Be appropriate.
- 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
- Bringing a weapon or facsimile of a weapon (per DPS WEAPON POLICY listed above)
- The use of alcohol or drugs before, during or after a rehearsal or performance is never tolerated in any shape or form. Use of any controlled substance will not only result in dismissal from run crew for the assigned show and any future shows, but will also be grounds for removal from the program.

## **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

1<sup>st</sup> infraction lose 20 points

2<sup>nd</sup> infraction lose 30 points

3<sup>rd</sup> infraction lose 50 points

4<sup>th</sup> infraction lose 100 points, dismissal from show

*Students will also lose 1 point per minute that they are late to a run crew call.*

Any unexcused absence is grounds for dismissal from the show. Certain conduct, even if it's the 1<sup>st</sup> 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.

**STAGECRAFT & DESIGN**  
**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 \_\_\_\_\_

Print name \_\_\_\_\_