



CREW INFORMATION

WHITE CHRISTMAS PRODUCTION AT-A-GLANCE:

ELIGIBILITY	❖ <u>Any</u> LC student can audition for cast and/or crew. You do NOT need to have any prior experience or have taken any drama class to participate. ❖ Grade eligibility and participation guidelines can be found online at www.tigerdrama.com.		
CALLBACKS	❖ The callback list for those who auditioned will be posted on tigerdrama.com and the lchstigerdrama Instagram page late Tuesday, September 30 and the morning of Wednesday, October 1 outside room 129.		
CAST & CREW LIST POSTED	❖ The cast and crew list will be posted via tigerdrama.com and Instagram Saturday, October 4.		
CREW APPLICATIONS	❖ If you want to apply to work on crew, please fill out a crew application and return it to the clear crew bin behind Maguire's desk in the Green Room by October 1.		
CAST & CREW MEETING & READ THRU	❖ Monday, October 6 (2:45-5:00) Read Thru/Scripts/Music and ❖ Tuesday, October 7 (2:45-5:00) HEADSHOTS and COSTUME MEASUREMENTS		NO CONFLICTS
MUSIC & BLOCKING REHEARSALS	❖ Mon - Fri (2:45-5:00) from October 8 – November 18 ❖ Some crew positions are asked to help on designated and arrange work days during these weeks.		Pre-arranged conflicts only.
TECH REHEARSALS	CREW VIEW TECH DRESS ACT I TECH DRESS ACT II DRESS REHEARSAL DRESS REHEARSAL FINAL DRESS AUDIENCE	Wednesday, November 19 (2:45-7:00) Thursday, November 20 (2:45-7:00) Friday, November 21 (2:45-7:00) Monday, December 1 (2:45-7:00) Tuesday, December 2 (2:45-7:00) Wednesday, December 3 (5:00-10:00)	NO CONFLICTS
 PERFORMANCES	December 4-5 December 11-12 December 6 December 13	(5:00 call/7:00pm show) (5:00 call/7:00pm show) (12:00 call/2:00pm show) (9:00 photocall/2:00pm show)	NO CONFLICTS

Please keep this page so you and your parents have the important dates and expectations.

WHITE CHRISTMAS CREW INFORMATION



Fill out/return the attached crew application at auditions or the clear bin in the Green Room (128). Be thoughtful about your answers to the questions on the application and be sure and RANK your crew preferences!



AVAILABLE CREW POSITIONS

We are looking for an energetic, diverse group of artists and technicians to bring **WHITE CHRISTMAS** to life! We are especially interested in performers with eclectic backgrounds and unique artistic talents.



Dance Captain/ Assistant Choreographer	Dance captains help warm up the performers physically for each production and are in charge of helping clean numbers and make sure each performer is executing choreography correctly. Assistant choreographers also sometimes help with the construction/staging of specific numbers. Works closely with the Choreographer.
Sound Assistants	Assist with sound cues during the production and helping actors into/out of microphones and recharging batteries for each performance. They sometimes need to run backstage and solve issues during a performance. Works closely with the Sound Designer.
Light Board Operator	Runs the lights for the production and sometimes makes minor adjustments to cues while in tech rehearsals. Works closely with the Stage Manager who calls each show from the light booth.
Spotlight Operators	Highlight specific actors with light throughout scenes/songs. Requires a steady hand and ultimate focus/attention to detail. Works closely with the Stage Manager who calls each show from the light booth.
Hair & Makeup Crew	Responsible for helping cast members with makeup and specialty makeup looks and basic hair design/styling. Also responsible for maintaining wigs and hair accessories. Works closely with the Director and Designers.
Wardrobe Crew	Assist in steaming and minor repairs of costumes as well as organization each night and quick changes within the production. Wardrobe crew sets up and stores the costumes before and after the performance. Works closely with the Costume Designers.
Props Crew	Responsible for pulling/constructing/locating the props required within the show. Each night they setup the prop table and are responsible for where each prop ends up so it can be used the next night. Works closely with the Director.
Backstage/Fly Crew	Responsible for making sure scene changes and set movements happen seamlessly and efficiently. They are responsible for sometimes flying in scenery from above head and ensuring all cast/crew members are safe backstage. Our backstage crew sets up scenery prior to the show, runs the show, and then puts scenery away/stores it for the next night. Works closely with the Assistant Stage Managers.
House Managers	Responsible for the front of house experience for our audience. House Managers help ensure a quality experience and solve problems if any arise. Ushers and HM also help clean the auditorium following the production. Works closely with STAGE parents.



CREW APPLICATION

CHECK THE APPROPRIATE BOX

- ☐ Auditioning as well
☐ Applying for Crew ONLY

Please complete and return this application/conflict list to the clear bin in the Green Room (128) by **Wednesday, September 25 by 5:00pm.**

PRINT YOUR CLASS SCHEDULE:

Name _____

Cell _____ Grade _____

PRINT YOUR CLASS SCHEDULE:			Rank (1-9) your top (1) to lowest (9) Crew preferences. Indicate you do not want to work on a crew by ranking 'NO' in the appropriate box.		
1	Teacher	Current Grade	I HAVE READ THE ATTACHED INFO ABOUT BEING ON A CREW AND THE RESPONSIBILITIES THAT ENTAILS. (circle one) YES NOT YET	CREW POSITION:	RANK 1-9:
	Subject				
2	Teacher	Current Grade			
	Subject				
3	Teacher	Current Grade		Dance Captain/ Assistant Choreographer	
	Subject			Sound Assistants	
4	Teacher	Current Grade		Light Board Operator	
	Subject			Spotlight Operators	
5	Teacher	Current Grade		Hair/Makeup Crew	
	Subject			Wardrobe Crew	
6	Teacher	Current Grade	Props Crew		
	Subject		Backstage/Fly Crew		
0	Teacher	Current Grade	House Managers		
	Subject				

Please list your experience as it relates to the crew position(s) you are interested in.

What qualities do you possess that would make you a valuable addition to this production?

Our crews have specific duties to help with the rehearsal process and make sure everything is ready for dress rehearsals. These jobs can typically be done between 2:45-5:00.

Signature indicates you have read this form and the crew descriptions and understand the requirements, rehearsal commitments and performance commitments for a crew position.

STUDENT SIGNATURE: _____

PLEASE LIST ALL CONFLICTS ON THE BACK OF THIS FORM. Understand some rehearsals are *required*. **NO CONFLICTS** on these dates.

SUN	MON	TUE	WED	THR	FRI	SAT
28	♦ 29	♦ 30	♦ OCT 1	♦ 2	♦ 3	4
	AUDITIONS	AUDITIONS	CALL BACKS CREW APPLICATIONS DUE	CALL BACKS		
5	• 6	• 7	♦ 8	♦ 9	♦ 10	11
	ALL CAST AND CREW READ THRU	ALL CAST AND CREW HEADSHOTS & COSTUME MEASUREMENTS	Music Rehearsal	Music Rehearsal	PLID NO SCHOOL	
12	♦ 13	STAGE 6:30 ♦ 14	♦ 15	♦ 16	♦ 17	18
	Staging	Staging	Staging	Staging	Staging	
19	♦ 20	♦ 21	♦ 22	♦ 23	♦ 24	♦ 25
	Staging	Staging	Staging 6:00-8:00 COSTUME CONSTRUCTION PARTY	Staging	Staging	INTAF
26	♦ 27	♦ 28	♦ 29	♦ 30	♦ 31	NOV 1
	Staging	Staging CHOIR CONCERT 7:00	Staging	Staging ORCH CONCERT 7:00	Staging	
2	♦ 3	♦ 4	♦ 5	♦ 6	♦ 7	8
	Staging	Staging BAND CONCERT 7:00	Staging 6:00-8:00 COSTUME CONSTRUCTION PARTY	Staging	Staging	
9	♦ 10	STAGE 6:30 ♦ 11	♦ 12	OFFBOOK ♦ 13	♦ 14	15
	Act I Stumble	VETERAN'S DAY NO SCHOOL	Act I Stumble	Act II Stumble	Act II Stumble	
16	♦ 17	• 18	• 19	• 20	• 21	22
	Problem Spots TBA	Musical Number Work Thru	CREW VIEW 2:45-7:00	TECH ACT I 2:45-7:00	TECH ACT II 2:45-7:00	
23	♦ 24	♦ 25	26	27	28	29
	Problem Spots TBA	Problem Spots TBA	THANKSGIVING	THANKSGIVING	THANKSGIVING	THANKSGIVING
30	• 1	• 2	• 3	• 4	• 5	• 6
	 DRESS TECH 2:45-7:00	 DRESS TECH 2:45-7:00	 Show 'n Tell DRESS TECH 5:00-10:00	 5:00 call 7:00 show	 5:00 call 7:00 show	 12:00 call 2:00 show
7	♦ 8	STAGE 6:30 ♦ 9	♦ 10	• 11	• 12	• 13
		JAZZ CONCERT 7:00	Thespy Deadline	 5:00 call 7:00 show	 5:00 call 7:00 show	 9:00 call 2:00 show

Lewis & Clark High School
presents:



December 4-5 & 11-12 7:00pm	Adults \$10
December 6 & 13 2:00pm	Students \$8




**CAST/CREW &
STAGE MANAGER
REHEARSALS AND
CONFLICTS**

LIST ALL CONFLICTS

with any
potential after-
school rehearsals
(signified by a ♦)
AND
REQUIRED DATES
(signified by a •).

Some crew
members may
be asked to
come to
selected
rehearsals before
crew view to
assist with duties
needed prior to
tech.

**CONFLICTS:
DATE / REASON**