

IHS THEATRE CREW

2010-2011 Personal Data Sheet

*** PRINT LEGIBLY, USE INK - ITEMS IN BOLD ARE REQUIRED ***

Last Name: _____ **First Name:** _____ **MI:** _____

Home Address _____ **Today's Date** _____

Circle Year in school 7 8 F So J Sr **Date of Birth** _____ **Sex** M F **Do you drive?** Y N

Phone _____ **Cell Phone** _____ **email address:** _____

Height: _____ **Weight:** _____ **Usual Hair Color** _____ **Natural Hair Color** _____ **Eye Color** _____ **Shoe Size** _____

Glove Size _____ **Hat Size** _____ **Shirt Size** _____ **Pants size** _____ **Years on this crew (not counting this one)** _____

How often do you check e-mail? _____ **AIM screen name** _____

MSN/IM Screen Name _____ **Yahoo IM screen name** _____

What is the best way for us to contact you? _____

Other Theatre Experience: _____

Other relevant experience, skills, or training: _____

Other Activities: _____

Allergies and/or phobias: _____

What do you think we do here? _____

Why do you want to do it with us? _____

What else should I know about you? _____

What are your plans after High School? _____

Why am I asking all these questions? _____

Parent Name: _____ **Phone** _____ **e-mail** _____

Alternate name _____ **Phone** _____ **email** _____

IHS THEATRE CREW 2009-2010

Rules: (apply in order)

0: Safety a: audience/patrons

b: company

c: tech staff

d: facility physical plant

e: show set & properties

1: The Theatre Manager is always right

2: The Director is always right

3: The show TD is always right

4: The crew chief is always right

5: **Make it look like you meant it that way**

6: In case of conflict, see Rule #1

7: If you move it, put it back!

8: If it's not your prop, don't mess with it

1.1 NO: drugs / weapons / contraband on site

1.2 If you're under the influence of any drug, stay home

1.3 Always show up on time for a call

1.4 Always come prepared

Required to work ANY show:

Crew blacks

Real shoes (fully enclosed, dark, no sandals or tennis shoes)

Equipment for your assignment

Bring something to study or read - you may have down time

Stuff you should have: (and bring every time you come to the auditorium)

Real shoes

Small flashlight (similar to mini mag light)

Jeans (or other long work pants)

Optional, but nice:

Multi tool (like a SOG, Gerber, or Leatherman) **Do NOT carry during school hours!**

Safety glasses or goggles

Unlined leather gloves

Crescent wrench

Safety cord for wrench

Contact Information: Booth Phone 961-9510 Ext. 244 Box Office Ext. 241

Theatre Manager: Rich Rogers

226 W. Salem - PO Box 214

961-3241 (Option 6)

Email: elx@dwx.com Rich.rogers@indianola.k12.ia.us Farcyc@gmail.com

Instant Messenger screen names: AIM: farcyc MSN/IM: farcyc@hotmail Yahoo IM: farcyc

Schedule & crew information available at <http://users.dwx.com/~elx/theatre>

Google Group: <http://groups.google.com/group/ihstage>

You must have a completed Crew Questionnaire AND Student Agreement on file!

Eligibility:

The IHS Theatre Crew is open to all students in good standing (per District eligibility guidelines) of Indianola High School AND to Indianola Middle School students with the approval of the Theatre Manager. Due to the nature of the crew activities, some physical requirements may be applied.

Any crew member becoming academically ineligible will be barred from working public performance events per school guidelines, but is encouraged to attend crew meetings and take part in all non public performance activities.

Any crew member becoming ineligible for disciplinary reasons will be suspended from the crew for the duration of their disciplinary ineligibility. In this case, the crew member must receive the Theatre Manager's approval before returning to the crew. This will be handled on a case by case basis, in consultation with building & District administrators.

Conduct:

All members of the IHS Theatre Crew are expected to act in a professional manner at all times while representing the group and the school. Failure to behave in a courteous and professional manner may result in internal disciplinary action.

The nature of the tasks performed by the crew leads to certain special considerations being extended by the school administration and others. Abuse of such consideration may result in internal disciplinary action, including suspension from the crew, at the discretion of the Theatre Manager.

Letters & Awards:

Letters and other awards are presented to crew members based on their performance during the year. For this purpose, the year runs from June 1 until May 31 of the following year, with the transition adjusted as needed for the closing of the school academic year. Requirements to letter are:

25 attendance points (1 per meeting or training session)

100 work points (1 per hour worked)

20 event points (1 per event, training session, some work sessions)

80 competency points (from annual evaluation process)

Student crew members are responsible for insuring that their hours & points are properly recorded.

Paid Time:

Some events during the year provide an opportunity for crew members to be paid for their time.

Paid crew positions for these events are assigned based on current point standing (see above) and the Theatre Manager's evaluation of the individual's competency and suitability for the position.

Crew members receiving payment for their services DO NOT earn letter hours for that activity, but may earn event points. In some cases, additional crew members will be used on a nominally paid event, but will receive crew points rather than pay for their efforts. This is based on the contract requirements of the individual event, and is done in an effort to get each crew member as much experience as possible.

Outside Events:

The IHS Theatre Crew provides support for a wide variety of events and activities throughout the Indianola School District. In addition, opportunities may arise for crew members to work with other groups outside the school. Some of these, such as Carousel Community Theatre shows, are treated much like school activities. Occasionally there is an opportunity to place a few students in other venues, such as the Des Moines Civic center. These will be handled on a case by case basis, and often involve additional conditions or restrictions on participation.

IHS THEATRE CREW

Parent Information 2010-2011

Who / What we are: The Theatre Crew is a non-academic club for students in the Indianola High School and Middle School. The stated mission of this organization is to support all performing arts and related activities in the Indianola district by maintaining and operating the technical aspects of the IHS Stage. Each year we host over 65 performance events. In addition, over 20 work sessions are called for facility maintenance and set construction. To further this purpose, extensive training is provided, with full day training sessions offered, in addition to shorter sessions after many weekly meetings throughout the year. A student crew member may become as involved as he or she wishes, or is welcome to participate to only a limited extent. All members are expected to demonstrate reasonable competency in multiple areas of technical theatre over the course of their career in the crew.

Activities: The crew meets each Wednesday immediately after school is dismissed. There are no regular meetings during breaks or on days when school does not meet. Occasionally a Wednesday meeting may be canceled due to conflicting events on stage or involving the majority of crew members. Such cancellations will normally be announced at the preceding meeting. Training sessions are usually held following the Wednesday regular meetings. On normal days, this session is planned to last until about 4:45 or 5:00 PM, but may run until 5:30 or so on occasion. Training sessions or work calls are scheduled for most days when school is dismissed early or there is no school due to a teacher's work day, meetings, or conferences, as well as many Saturdays throughout the year. Normal schedule for these days is 9:00 AM - 4:00 PM. On full day calls, the crew breaks for lunch shortly before noon and returns at 1:00 PM. Unless announced in advance, lunch is always "on your own", so crew members should bring lunch money. Many crew members choose to eat as a group, and transportation for such groups is furnished by adult supervisors and by students who are competent drivers. Other activities will be announced as they arise.

Basic Expectations: Crew members are given opportunities to sign up for events they want to work, as well as work calls or training sessions they want to attend. A member who has signed up for an event or training session is expected to appear ON TIME for the call, properly dressed and equipped (see below), and to remain until the end of the event call unless other arrangements have been made in advance. Work calls are usually a "time available" activity, and crew members may arrive and leave as needed to attend to other activities. For most performance events, Call Time (the time the crew member needs to arrive) is 1 hour before curtain for the event, and the crew will be held until the stage has been cleared and the house picked up after the event is over (usually about 45 minutes to 1 hour). For example, a typical 7:00 PM school concert has a Call Time of 6:00 PM, and the crew will be released between 8:30 and 9:00 PM. Please keep this in mind when setting and enforcing curfews. If the show runs late for whatever reason, the crew members will be released late, but may call home as soon as we know how late we will be. Crew members are expected to comply with the eligibility policies of the High

School (and Middle School where applicable), to behave and conduct themselves in a responsible and professional manner, and to strive to attain competence in technical theatre disciplines.

Required & Recommended Items:

Required to work ANY show:

Crew blacks (Black shirt, NO printing, black pants. No stripes or decorations)
Real shoes (fully enclosed, dark, no cloth uppers, not tennis shoes)
Equipment for your assignment
It's a good idea to bring something to study or read, in case you have spare time

Stuff you should have: (and bring every time you come to the auditorium)

Unlined leather gloves
Real shoes
Small flashlight (similar to mini mag light)
Jeans (or other long work pants)

Optional, but nice:

Multi tool (like a SOG, Gerber, or Leatherman) [NOT to be carried during school hours]
Safety glasses or goggles
Wooden pencil
Paper for making notes
Crescent wrench with safety lanyard

Contact Information: Booth Phone 961-9510 Ext. 2182 Box Office Ext. 2199
(Booth & box office phones are RARELY answered!)

Theatre Manager: Rich Rogers

226 W. Salem - PO Box 214

961-3241 (option 6 as soon as voice mail answers)

Email: elx@dwx.com , Rich.rogers@indianola.k12.ia.us farcyc@gmail.com

Please add these email addresses to your contact list or address book!

Instant Messenger screen names:

AIM, MSN/IM, or Yahoo IM: farcyc (Also on MSN/IM & Yahoo IM as rogers_rd)

Schedule & crew information available at <http://users.dwx.com/~elx/theatre>

In addition to announcements made at regular crew meetings, information on many crew activities will be distributed by email and/or Instant Messenger channels, and via our Google Group at <http://groups.google.com/group/ihstage> . Send me an email if YOU want to receive a copy of these emails.

If you need to contact a crew member during a crew activity, the best way (without driving to the Theatre) is to email one of my addresses above. These forward out to my mobile device within minutes.

Crew members have access to a phone to call home after all events. Transportation can be arranged whenever required for crew members.

Theatre Crew Student Agreement 2010 - 2011

The Theatre Crew provides technical support for all performances and events taking place at the Indianola High School Theatre as well as participating in activities at a variety of other venues. This involvement in over 60 public performances each year (totaling over 240 individual task assignments) means that the members of the Theatre Crew, through their performance, can materially affect the musical and dramatic efforts of every participating student in the district. In view of the impact the Theatre Crew can have on both fellow students and the public perception of the school district, expectations in certain regards may be higher than for the general student population.

Crew activities include regular meetings, training sessions and workshops, work calls, performance calls and rehearsal calls for performances. All crew members are expected to actively participate in all elements, although it is recognized that no one can attend all crew activities. Parents are expected to support their students in this involvement. All crew members agree to:

Provide current and accurate contact information to the Crew sponsor

Attend regularly scheduled Crew meetings whenever possible

Keep informed of upcoming event and activity schedules

Actively participate in training and workshop activities

Actively participate in performance activities

Abide by all Crew rules

Abide by all district rules of good conduct and eligibility requirements

It is understood that, when a student signs up to work a performance event, that constitutes a contract to do so, and that student will:

Arrive on time for ALL scheduled rehearsals and performance calls

Arrive prepared to participate (properly dressed, fed, equipped, etc.)

Remain until released by the Crew sponsor or supervisor

Work actively to insure the best possible performance

Failure to conform to these items may result in Crew penalties ranging up to suspension from Crew activities, as well as district mandated penalties where applicable.

I have read and understand the material above and will comply.

Print student name

Student signature

Date

I have read and understand the material above and will support my student in this activity.

Print Parent name

Parent signature

Date