

Robin Hood

2012

Tech Week Letter

These are the dates, times and directions you need during the Tech Week and Show Weeks. **Read this letter!** *Pass it on to your transportation adult and have them read it!* **You will be held responsible for knowing everything in this letter! No excuses!**

Miranda's cell # . . . 517-803-6572

Emergencies: Miranda will have her cell phone at Hannah. **Please call her if there is an emergency or if you are going to be late.**

Cast & Crew: When you arrive at Hannah, use the front door. **Go directly to the check-in table**, located in the hallway beside the theater. **Cast** must also check in with one of the Directors.

Remember, you must check in when you arrive and YOUR DRIVER must sign you out when you leave!

Pickup times: Drivers, please come 15 minutes early to pick up your young people from the theater. We realize this means you may be waiting for a while, but we **pay time-and-a-half** for each minute we are late in leaving the theater. Please help us get out on time!

Cast and Crew

All Cast members are required to attend **all** of the rehearsals this week, and all running crews are required to attend **all** their assigned rehearsals. Severe illness is the only exception to this rule. Tech Week is when we bring everything together on the stage in the performance space. Blocking, sets, props, costumes, makeup, lights, sound, and action! Cast and crew learn to work together. This is a vital week for all of us!

General behavior tips

During 'meet and greet' (following the performance) talk to people, volunteer to autograph programs, smile at the little kids, and have a good time. Yes, you're hot and tired and want to get out of costume, but hold on for a few more minutes and greet your public!

During tech week and before shows everyone is under pressure. Patience and politeness are critical. Keep your ego on a leash and work as one part of a large set of people bringing a great production to the public!

General Rules

Crews: must wear black long-sleeved shirts, black pants, black socks and black shoes, all with no printing or symbols anywhere, for **all** dress rehearsals and **all** performances. You need to tie back long hair. If you don't have blacks, or need a particular item, we can provide it. **Please ask for these items before we begin Tech Week!**

Cast: Do not wear any jewelry (including earrings and watches), makeup, or nail polish to any rehearsal or performance. Do not draw on your hands with pens or markers. If you were asked to arrive with your hair prepared in some specific manner, please do so for **every** dress rehearsal and performance.

Cast & Crew: Do not bring anything precious to the theater. All-of-us Express is not responsible for anything lost, stolen or broken.

Working in the theater is hot and sweaty work! Please shower or bathe and **use deodorant** before rehearsals and performances!

Do not wear sandals or open shoes! Do not chew or bring gum!

Bring something quiet to do while you are off stage, a book to read, things for drawing, homework to work on, etc. **Portable gaming devices, cell phones and all other electronic devices must be left at home!**

Parents: We ask that parents not hang out back stage or in the green room unless you have an official job. There is not enough room for extra bodies backstage. During Tech Week Rehearsals, you are welcome to sit in the audience.

Taking photos and videos:

You may **NOT** take photos during any of the *performances*. Photos during rehearsals are allowed, but DO NOT use flash.

We record one performance. You may order a copy of this on DVD. If you wish to make your own video you may do so during Dress Rehearsals. **You may not record during any performance.**

The show photographer(s) will be taking photos at both dress rehearsals. They will try to not block video cameras. The closer you are to the stage the less likely a photographer is to walk in front of you.

During Performances:

Saving seats: You may not "save" seats in the theater, before the doors open. You may enter the auditorium after the doors open, about 30 minutes before the show begins.

Suggestions:

It is traditional to give your young performer or crew member a bouquet or small gift after performances.

Production Calendar

Miranda's cell # . . . 517-803-6572

Monday, February 6th

1st Tech Rehearsal

No Costumes or Makeup today. Set Movers, Tech & Props arrive at 5:45 pm.
All Cast arrive at 6:00 pm.

Everyone leaves by 9:45 pm.

Tuesday, February 7th

1st Dress Rehearsal

Makeup & Costumes arrive at 5:45 pm. Set Movers, Tech & Props arrive at 6:30 pm.
All Cast arrive at 6:00 pm.

Everyone leaves by 9:45 pm.

Wednesday, February 8th

2nd Tech Rehearsal

No Costumes or Makeup today. Set Movers, Tech & Props arrive at 5:45 pm.
All Cast arrive at 6:00 pm.

Everyone leaves by 9:45 pm.

Thursday, February 9th

Final Dress Rehearsal

Everything today is to be as much like "the real thing" as possible. Still photos will be taken during this rehearsal and parents may videotape.

Makeup & Costumes arrive at 5:45 pm. Set Movers, Tech & Props arrive at 6:30 pm.
All Cast arrive at 6:00 pm.

The cast and crew photo will be taken around 7:00 pm.

Everyone leaves by 9:45 pm.

Thursday, February 16th

Brush-up rehearsal

All Cast, Lights, Sound, Props & Set Movers arrive at 6:30 pm and leave by 8:30 pm.
No Makeup or Costumes today.

Friday, February 10th

Opening Night: 7:00 pm

5:15 pm – Makeup & Costumes arrive.

5:30 pm –All Cast arrive.

6:00 pm – Set Movers, Sound, Lights & Props arrive.

Everyone leaves by 9:30 pm.

Friday, February 17th

Performance: 7:00 pm

5:15 pm – Makeup & Costumes arrive.

5:30 pm –All Cast arrive.

6:00 pm – Set Movers, Sound, Lights & Props arrive.

Everyone leaves by 9:30 pm.

Saturdays, February 11th & 18th

Performances: 2:00 pm & 4:30 pm

Makeup & Costumes arrive at 12:15 pm. All Cast arrives at 12:30 pm. Props, Set Movers, Sound & Lights arrive at 1:00 pm.

Everyone leaves by 6:30 pm following the *first* Saturday performance.

Following the *second* Saturday performance, if you are *not* staying for the party, you may leave at 6:30 pm.

If you are staying for the party, it will be held at Hannah Community Center. It begins around 6:30 pm and ends around 7:30 pm. The specifics are yet to be determined.

Set Construction and Set Mover Crews will be expected to stay later to finish striking the set. They will be finished by 8:30 pm.

Final Cleanup will take place on Monday, February 20th at 5:00 p.m.

The running crews (ADs, ASMs, Costumes, Lights, Makeup, Props, Set Construction, Set Movers, & Sound) are expected to help put everything away and get their area ready for the next show.