



CHILDREN'S THEATRE

All-of-us Express Children's Theatre

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All-of-us Express Children's Theatre on Facebook

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The All-of-us Express Guild Program



(or, How to Become a Boss at
Everything Backstage)



2015-2016



CHILDREN'S THEATRE

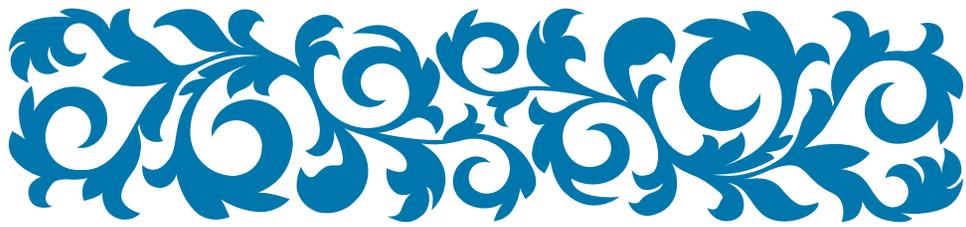


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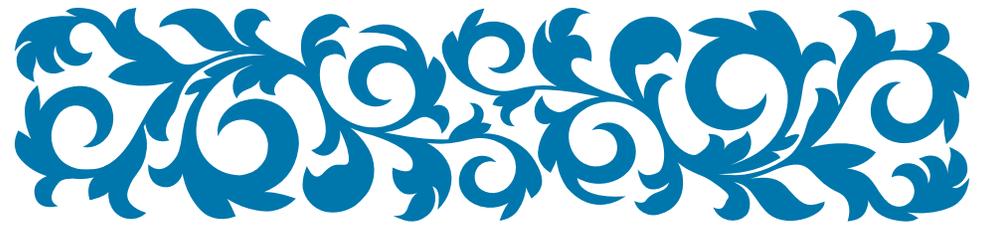
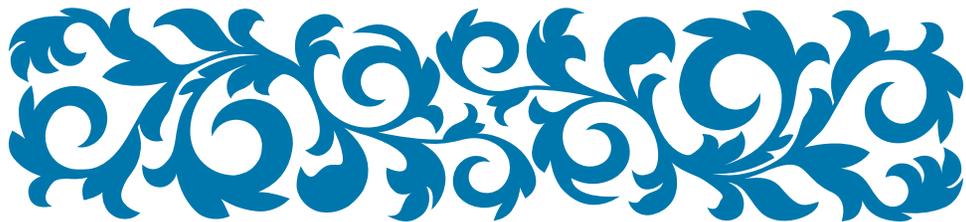
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It is the mission of All-of-us Express Children’s Theatre to offer young people of all backgrounds, cultures and lifestyles the opportunity to produce professional quality plays, study many aspects of the dramatic arts and develop valuable life skills while providing outstanding entertainment to the community. It is the policy of AECT to provide equal opportunities to all eligible persons without regard to age, color, creed, gender identity, disability, height, membership in any labor organization, national origin, parental status, political identification, race, religion, sex, sexual orientation or weight.

Alumni Involvement

Graduation from the program happens when you graduate from high school or turn 19, whichever happens second. Love All-of-us and don't want your participation to end? We feel the same about you! So here are a few ways to stay involved with the All-of-us family:

- Serve on the Board of Trustees and/or a sub-committee (see below.)
- Volunteer in the office during rehearsals or on scheduled days.
- Volunteer to help with Front of House needs on show days.
- Teach or assist with classes, workshops or summer camps.
- Crew Head for a production.
- Direct a show.

For more information, contact Sarah Willis at swillis@cityofeastlansing.com

Committees

- Bylaws Committee
- Fundraising Committee
- Grants Committee
- Membership Committee
- Nominating Committee
- Outreach Committee
- Social Media
- Artistic Committee

Board of Trustees

President: Morgan Lees*

Vice-President: Sherry Bass-Pohl

Secretary: Ana Lesmez*

Treasurer: Crystal Carrothers*

Justin Brewer, Becky Lesmez, Kathleen Miller, Liz Parker*, Morgan Pohl**
Tanya Stamford, Natalia Walter**, Sarah Willis*, Cynthia Wright-Pratt

(*Alumni **Youth)

Structure of the Guild Program

Participation in Groups A, B and C enables participation in Directing, Management and Script Guilds—which involves a high level of commitment.

Management
Guild

Directing
Guild

Script
Guild

Group
A

Props

Set
Construction

Lights

Sound

Group
B

Group
C

Costumes

Makeup

Directing Guild

To be considered for participation in this guild, one must be at least 14 years of age, have been cast in at least one production and have earned an Apprentice Badge in Groups A, B and C (see chart on page 3.)

The reason for this is to ensure that the candidate has been exposed to several areas of production before taking on an advisory role to those crews. Candidates are also subject to an interview with the Artistic Director and the show Director. This crew involves a high level of commitment.

Responsibilities:

- Being dependable, respectful, prompt and professional at all times.
- Maintaining a positive and willing attitude at all times.
- Working with the Director on all pre-production tasks.
- Attending all production meetings, mid-production meetings, rehearsals, performances, and special events (i.e. promotional events, load-in, etc.).
- Serving as the Director's main assistant.
- Helping with all activities from note-taking, to running warm-ups, to tracking attendance, calling cues, and being on book during rehearsals.
- Asking questions when directions or expectations are unclear, or you do not know how to proceed on a task.



Set Guild: How to Advance

Journeyman Level

- Attend and participate in all production meetings, mid-production meetings, and debrief, all rehearsals, required Tech Week rehearsals, load-in, load-out, strike, clean up and debrief.
- Design a scene with limited guidance from the Set Construction Crew Head.
- Research the era and/or style of the production, keeping in mind the Director's vision.
- Understand the difference between Hollywood and Broadway flats and how to build them.
- Demonstrate an understanding of basic principles of design and construction.
- Create a set piece out of something other than wood or cardboard.
- Review and understand materials list and understand material selection for any given job.
- Work with Props on set dressing.
- Perform basic maintenance on tools.
- Demonstrate a basic understanding of advanced painting techniques, including airbrush techniques.
- Teach Apprentice Level skills to first-time participants.
- Understand and use vocabulary related to elements of design and tools.
- Show an aptitude for leadership and have served as a set mover.
- Use basic and advanced tools safely, appropriately, and effectively.
- Understand Production Team communication.

Master Level

- Draft a budget and materials list with guidance from the Set Construction Crew Head.
- Design the entire show with guidance from the Set Construction Crew Head.
- Teach Apprentice and Journeyman Level participants, and delegate tasks according to skill level.
- Ensure all tasks are completed efficiently and on time, include borrowing pieces from Riverwalk Theatre
- Demonstrate advanced problem solving techniques in terms of design and construction.
- Perform all duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Demonstrate advanced building and teaching skills.
- Demonstrate knowledge of how to use a-typical materials such as spray foam, metal, and paper mache, how to use typical materials such as muslin and glue, wood and cardboard, and how to use all power tools in the shop and observe all safety procedures.
- Understand structural integrity and weight loads and include this knowledge in design and construction.
- Demonstrate use of advanced painting techniques including wood grain, shadows and 3-D.
- Create lists of all materials needed for the construction of the set and what needs to be purchased.
- Understand and teach crew members shop safety and supervise to ensure rules are being followed.
- Prepare a cut list for the crew.

Set Guild

To be considered for participation in this guild, one must be at least 11 years of age.

Set Construction Responsibilities:

- Reading and understanding the script and using it as a reference tool for designing and constructing the set.
- Gathering and/or building all set pieces needed. As well as providing the theater staff with a complete list of all materials needing to be purchased.
- Making sure that all materials and equipment are used safely and stored properly at the end of each work session.
- Assembling and disassembling the set on the stage.
- Keeping the scene shop clean, neat, and in good repair.
- Preparing all set pieces for load-in and load-out.
- Putting materials and equipment away at the end of a production to leave the scene shop clean, neat and ready for the next production.

Set Mover Responsibilities:

- Reading, understanding the script and marking set moving cues into the script.
- Efficiently and professionally moving all scenery during shows.
- Assisting with load-in, load-out, strike and clean-up.

Set Guild: How to Advance

Apprentice Level

- Attend half of the rehearsals, required Tech Week rehearsals, load-in, load-out, and clean up.
- Read the entire script thoroughly and understand why and how the set is designed the way it is.
- Stay focused and complete all assigned tasks in an efficient manner.
- Keep the construction area clean and organized.
- Know and understand basic shop etiquette and safety.

Apprentice Level (Continued)

- Demonstrate the ability to use, care for, and clean painting equipment properly.
- Demonstrate the ability to use a drill driver and a hammer and nails.
- Demonstrate knowledge of beginning shop vocabulary.
- Use a measuring tape and straight edge effectively and accurately.
- Understand design basics, including drawing and specs.

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Directing Guild: How to Advance

Apprentice Level

- Attend production meetings, mid-production meetings, auditions, audition workshop, debrief, photo shoot, rehearsals, including Tech Week, load-in, load-out, clean up, performances and any promotional events.
- Note tech cues as they are given to you by the Tech Crew Head.
- Track cast attendance at all rehearsals and performance as well as contacting any participant who is absent without prior excusal.
- Note all initial blocking, track any changes to blocking and update any absent cast member on blocking missed.
- Take notes during rehearsals, paying close attention to lines and blocking.
- Help maintain discipline during through action and example.
- Give house open/curtain warnings and call cues for cast during performances.
- Regularly communicate with and assist the Director and Stage Manager.
- Give at least one curtain speech.
- Run skill-building warm-up games.

Journeyman Level

- Perform the duties of the Apprentice Level with aptitude and diligence.
- Demonstrate leadership ability and good organizational skills.
- Have a general understanding of all aspects of play production.
- Direct a single scene of the production from start to finish, including blocking, with limited guidance from the Director.
- Demonstrate a good understanding of directing and character-building concepts through note-taking.

Master Level

- Perform the duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Direct a large portion of the production under the guidance of the Director.
- Instruct cast members in their initial blocking.
- Maintain the quality of performance from cast members with structured and disciplined rehearsal.
- Regularly communicate with the Director, Stage Manager, Crew Heads and Artistic Director regarding all aspect of the production.

Management Guild

To be considered for participation in this guild, one must be at least 12 years of age, have been cast in at least one production and participated on at least three experience crews and one running crew. The reason for this is to ensure that the candidate has been exposed to both the Front of House and Back of House operations of a production before taking on a management role. Candidates are also subject to an interview with the Artistic Director. This crew involves a high level of commitment.

Responsibilities:

- Being dependable, respectful, prompt and professional at all times.
 - Maintaining a positive and willing attitude at all times.
 - Working with the Artistic Director on all pre-production tasks.
 - Attending production meetings, mid-production meetings, rehearsals, performances, and special events (i.e. promotional events, load-in, etc.)
 - Serving as the Artistic Director's production assistant.
-

Stage Manager Responsibilities:

- Being dependable, respectful, prompt and professional at all times.
- Assisting in set up and facilitation of auditions and first read.
- Acting as liaison between the Director, the Artistic Director, and Crew Heads during rehearsals.
- Working with the Assistant Director to run the show, call the show, call cues to props, set movers and costumers during performances.
- Serving as the Artistic Director's production assistant if no Management Guild youth is working on that show.

Sound Guild: How to Advance

Apprentice Level

- Attend required rehearsals, Tech Week rehearsals, shows, load-in, load-out, and strike.
- Read the script and note sound cues and effects needed for the production.
- Maintain and safely store sound equipment.
- Demonstrate an understanding of basic technical terms related to sound.
- Run sound cues during Tech Week and shows.

Journeyman Level

- Perform the duties of an Apprentice Level with aptitude and diligence.
- Attend production meetings, mid-production meetings, required rehearsals, Tech Week rehearsals, shows, load-in-load-out, strike, and debrief.
- Demonstrate an understanding of basic sound design, and how to use equipment and problem solve.
- Demonstrate an awareness of equipment care and safety procedures.
- Demonstrate the ability to run sound cues with minimal AD/SM cues.
- Teach Apprentice Level skills to first-time participants.

Master Level

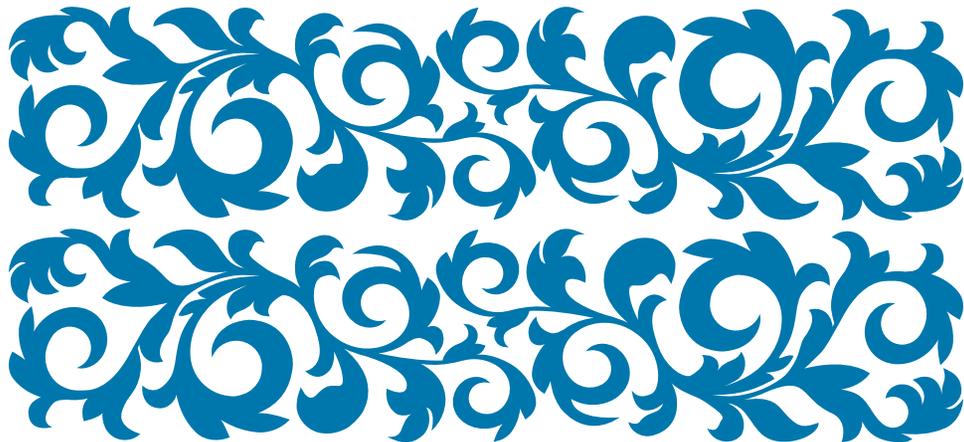
- Perform the duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Design the sound for the entire production, under the supervision of the Crew Head.
- Teach Apprentice and Journeyman Level skills to other participants.
- Keep a show book that includes calendars, production meeting notes, and research.
- Set the sound board and burn necessary CDs, including backups.
- Demonstrate knowledge of sound equipment and use in multiple theatre venues and know how to use special techniques: mikes, reverb, etc.

Sound Guild

To be considered for participation in this guild, one must be at least 12 years of age.

Responsibilities:

- Reading and understanding the script.
- Listing all sound cues found in the script, and any others not listed in the script that are appropriate to the events of the story, and marking them in the script.
- Discussing the sound cues with the Director and Crew Head, and compiling a definitive 'sound script'.
- Learning how to set up, maintain and take down all sound equipment safely and appropriately.
- Gathering all sound effects and music for the production.
- Creating a sound cue playlist/CD for use during the production.
- Running the sound equipment during Tech Week rehearsals and all performances.
- Assisting during load-in and load-out, as well as assisting in strike following the show.



Management Guild: How to Advance

Apprentice Level

- Attend one rehearsal a week to work on the program.
- Assist with mailout and First Read Folder preparation.
- Attend one promotional event.
- Assist in set up and facilitation of auditions.
- Head the Lobby Display Board Crew.
- Be in open communication with the Artistic Director.

Journeyman Level

- Perform the duties of the Apprentice Level with aptitude and diligence.
- Attend all production meetings, mid-production meetings, debrief and promotional events.
- Head the Party Crew and the Usher Crew.
- Keep track of purchases made with receipts turned into the Artistic Director (if applicable.)

Master Level

- Perform the duties of the Journeyman and Apprentice Levels with aptitude and diligence.
- Run Experience Crews (Lobby Display, Party, Usher and Promotional) with limited supervision.
- Assist in planning promotional events and prepping for production meetings.
- Assist with crew assignments and the School/Camp Show.

Script Guild

To be considered for participation in this guild, one must be at least 12 years of age, have been cast in at least one production, and have submitted a writing sample—playwriting or fiction genres only. Candidates are also subject to an interview with the Artistic Director.

Responsibilities:

- Generating original scripts for potential use in All-of-us activities.
- Assisting with Season Selection by sitting on the Season Selection Committee and presenting potential scripts for future seasons.
- Actively participating in Young Playwright’s Festival.
- Learning all aspects of script writing including, but not limited to, structure, interpretation and staging.



Lights Guild: How to Advance

Apprentice Level

- Attend all required rehearsals, Tech week rehearsals, and performances, as well as load-in, load-out, and strike.
- Read the script and note light cues and effects needed for the production.
- Assure the maintenance and safe storage of any equipment in your care.
- Demonstrate an understanding of basic technical terms related to lights.
- Run light cues during Tech Week and performances.

Journeyman Level

- Perform the duties of the Apprentice Level with aptitude and diligence.
- Attend all production and mid-production meetings, required rehearsals, Tech week rehearsals, and performances, as well as load-in, load-out, strike, and debrief.
- Demonstrate an understanding of basic light design, hanging and focusing lights, an awareness of equipment care and safety procedures, and the ability to run lights with minimal AD/SM cues.
- Teach basic Apprentice skills to first-time youth participants.

Master Level

- Perform the duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Design the lights for the entire production, under the supervision of the Crew Head.
- Teach Apprentice and Journeyman Level skills to other participants.
- Keep a show book that includes calendars, production meeting notes, and research.
- Demonstrate knowledge of light equipment and use in several theatre venues.
- Know how to use special techniques: follow spot, etc.
- Hang and focus the lights and program the light board.

Lights Guild

To be considered for participation in this guild, one must be at least 12 years of age.

Responsibilities:

- Reading and understanding the script.
- Listing all lighting cues found in the script, and any others not listed in the script that are appropriate to the events of the story, and marking them in the script.
- Discussing the light cues with the Director and Crew Head, and compiling a definitive 'lighting script'.
- Calling cues at required rehearsals prior to Tech Week.
- Assisting during load-in, load-out, and strike.
- Handling all lighting instruments and tools in a safe, appropriate, and responsible manner.
- Running lights during the Tech Week rehearsals and all performances.



Script Guild: How to Advance

Apprentice Level

- Serve on the Season Selection Committee.
- Attend monthly Season Selection Committee Meetings and one meeting a week for the duration of the show.
- Read and analyze one script, including structure, characters, character development, themes, and symbols, with guidance from the Artistic Director.
- Write one scene with proper formatting and analysis elements.
- Demonstrate knowledge and understanding of script vocabulary.

Journeyman Level

- Demonstrate the ability to read and breakdown a script with minimum guidance from the Artistic Director.
- Write an original one-act script and submit it to Young Playwright's Festival.
- Adapt a scene from a familiar story into a script with minimum guidance from the Artistic Director.
- Be able to teach Apprentice Level participants the basics of script breakdown and analysis, and guide them in their scene drafting process.

Master Level

- Demonstrate the ability and initiative to gather, breakdown, and present several script selections to the Season Selection Committee.
- Lead the Season Selection Committee discussions on the aforementioned script selections.
- Demonstrate the ability to edit writing assignments.
- Independently adapt a fairytale or other familiar story into a short script, including a breakdown and analysis of both original and new versions.
- Work with a group to create an original one-act script.
- Participate in Young Playwright's Festival.

Costume Guild

To be considered for participation in this guild, one must be at least 11 years of age.

Responsibilities:

- Reading and understanding the script and using it as a reference tool.
 - Researching the period and style of the costumes to be designed for the show.
 - Learning to use tools and materials in a safe manner.
 - Keeping the costume shop clean and orderly.
 - Assisting performers with costumes for fittings, publicity photo shoot, dress rehearsals and performances.
 - Packing costumes, equipment and supplies for load-in and load-out.
 - Watching dress rehearsals and compiling lists of needed costume changes, then assisting with making those changes.
 - Assisting with costume quick-changes and repairs.
 - Cleaning and putting away equipment and supplies so the costume area is ready for the start of the next production.
-

Costume Guild: How to Advance

Apprentice Level

- Attend half of the rehearsals and productions, at least one dress rehearsal, load-in, load-out, and clean-up.
- Learn how the costume shop is organized, and the safety rules of the costume shop.
- Learn the basics of how to use a pattern and cut from it.

Apprentice Level (Continued)

- Thread a needle, knot the end and hand-stitch a costume.
- Hang, fold, and iron costumes properly.
- Sew a button, snap, or hook and eye.
- Pull clothing for a costume.
- Read the script and make notes on the costumes described or implied.

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Props Guild: How to Advance

Apprentice Level

- Attend two thirds of all required rehearsals, all Tech Week rehearsals and performances, as well as load-in, load-out, and clean-up.
- Read the script and note the props needed for the production.
- Assure the maintenance and safe storage of any prop in your care.
- Assist in having props ready for cues during all runs and performances.
- Organize the props cabinets in a logical manner.

Journeyman Level

- Attend and participate in all production meetings and mid-production meetings, rehearsals, Tech Week and performances, as well as load-in, load-out, clean-up, and debrief.
- Perform all duties of the Apprentice Level with aptitude and diligence.
- Research the era and/or style of the production according to the Director's and Crew Head's visions.
- Learn appropriate handling and care of all weapon-related props.
- Teach basic Apprentice skills to first-time youth participants.
- Itemize props list according to what's in stock, what can be made, and what needs to be bought or gathered.

Master Level

- Perform all duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Take charge of gathering and producing all props needed for the production.
- Develop a timeline for props use during the production.
- Maintain care and safe storage of all props including weapons.
- Teach weapon handling and care to Journeyman Level youth participants.
- Assist in gathering props at Riverwalk Theatre.
- Keep a book specific to the show including calendars, production meeting notes, and research.
- Work with Sets on set dressing.

Props Guild

To be considered for participation in this guild, one must be at least 11 years of age.

Responsibilities:

- Creating lists of all props needed for the production, including:
 - which props can be pulled
 - which props need to be borrowed or purchased
 - which props can be made
 - which props have been acquired
 - which props need to be preset
 - which props are needed on which side of the stage, as well as which character gets which prop.
- Gathering, borrowing and/or making all props needed.
- Arranging props in the storage cabinets so that the props are safe and easily obtained when needed.
- Making sure that all props are safely stored at the end of each work session.
- Making sure that performers have their props in good condition and in a timely fashion during rehearsals and shows.
- Keeping props clean, neat, and in good repair.
- Keeping the props area clean and in order.
- Packing props for load-in and load-out.
- Putting all props away at the end of a production in such a manner that the props area is left clean, organized, and ready for the next production.

Costume Guild: How to Advance

Journeyman Level

- Attend and participate in all production meetings and mid-production meetings, as well as all of the rehearsals and productions, both dress rehearsals, load-in, load-out, clean-up and debrief.
- Research the era and/or style of costumes according to the Director's and Costume Crew Head's visions.
- Design and create a costume.
- Thread a sewing machine, including making a bobbin, and sew a straight stitch using the sewing machine, as well as thread a serger and sew using it.
- Sew a casing for elastic.
- Insert a zipper into a garment.
- Alter a pattern and an existing costume.
- Create an animal costume.
- Accurately take measurements during auditions.
- Begin preparing a portfolio.
- Keep a file specific to the show which includes: calendars; production meeting notes; and research.

Master Level

- Perform the duties of the Apprentice and Journeyman Levels with aptitude and diligence.

Master Level (Continued)

- Research the era and/or style of costumes according to the Director's and your visions.
- Draft a costume budget.
- Design the entire show including visual sketches or photographs of costumes.
- Articulate your designs to the Director and the Costume Crew Head and edit designs per those discussions.
- Complete required costumes on time for the photo shoot and the rest of the show in time for performances.
- Teach sewing skills to Apprentice and Journeyman costumers, including delegating tasks.
- Oversee the construction of costumes for the show, including constructing a portion of the costumes yourself.
- Demonstrate advanced sewing and teaching skills.
- During dress rehearsals and shows, direct the crew to assist actors into their costumes and coordinate backstage activities including costume changes, repairs or mishaps.
- Continue developing your portfolio, with the addition of a resume.

Makeup Guild

To be considered for participation in this guild, one must be at least 11 years of age.

Responsibilities:

- Reading and understanding the script, including the characters.
- Learning to use tools and materials in a safe manner.
- Keeping the makeup areas clean and orderly.
- Developing makeup designs for the production.
- Putting together the individual kits used by performers.
- Helping performers with makeup for the publicity photo shoot, dress rehearsals, and performances, including quick changes and touch-ups.
- Packing makeup/hair equipment and supplies for load-in.
- Setting up and taking down the makeup area.
- Watching dress rehearsals and compiling lists of needed changes to hair and makeup, then assisting performers with making those changes.
- Packing makeup equipment and supplies for load-out.
- Cleaning and putting away equipment and supplies for the start of the next production.
- Doing hairdressing before dress rehearsals and shows, including graying hair, applying wigs and hairpieces (beards, moustaches, sideburns, etc.)
- Teaching the cast how to apply their makeup.

Makeup Guild: How to Advance

Apprentice Level

- Attend all required rehearsals, dress rehearsals, performances, load-in, load-out, clean up, and strike.
- Help to maintain a clean and orderly workspace.
- Handle tools and materials in a safe and appropriate manner, including cleaning and storage.

Apprentice Level (Continued)

- Assist cast members in applying makeup during workshops and performances.
- Without prompting, set up and clean up the makeup area each time it is in use.
- Learn the organization of the makeup cabinets.
- Demonstrate knowledge of various makeup tools, the ability to match a base and the ability to braid hair.

Makeup Guild: How to Advance

Apprentice Level (Continued)

- Teach a cast member how to apply straight makeup.
- Create a palette with straight makeup for a human character.

Journeyman Level

- Attend and participate in all production and mid-production meetings, attend and assist with the photo shoot, attend all required rehearsals, dress rehearsals, performances, load-in, load-out, clean up, strike, and debrief.
- Perform the duties of the Apprentice Level with aptitude and diligence.
- Assist with makeup quick changes and repairs during performances.
- Be able to develop makeup designs from reading the script and analyzing the characters.
- Demonstrate the ability to create effects such as scars and bruises, alter features subtly, curl hair, apply old age makeup, apply hair grey, apply crepe hair, and apply false eyelashes.
- Demonstrate leadership ability when teaching basic apprentice-level skills to first time crew participants.
- Assist in demonstrations during cast workshops
- Design a sketch and create a palette for an animal character.
- Design and style hair for appropriate characters.
- Compile a list of helpful notes on makeup changes during dress rehearsals.

Journeyman Level (Continued)

- Keep a file specific to the show including calendars, production meeting notes and research.

Master Level

- Perform the duties of the Apprentice and Journeyman Levels with aptitude and diligence.
- Develop makeup designs for the entire cast with limited guidance from the Makeup Crew Head.
- Delegate tasks to other crew members, including setup and clean up duties, as well as hair styling.
- Assist with the makeup order, including show specifics, and what supplies are always needed.
- Assist in taking inventory.
- Lead demonstrations during cast workshops.
- Demonstrate the ability to put on a wig, to research new techniques and products as necessary, to effectively apply makeup with an airbrush, and to adapt any character into a makeup design.
- Create a design and palette for a fantasy (non-human and non-animal) character.
- Oversee the makeup crew effectively.
- Teach makeup design and application techniques to both Journeyman and Apprentice Level participants.
- Design hair styles for the entire cast.
- Keep a file specific to the show which includes: calendars; production meeting notes; and research.