

# Once Upon A Mattress

Cheltenham Music Theatre's 51st Annual Musical Production  
April 10, 11, & 12, 2014

## TECH CREW INFO

*Glad you're interested in being part of the crew for "Once Upon a Mattress"! Here are the steps to take.*

1. With your parent/guardian(s), read and discuss the **crew expectations and contract**. These documents explain what you'll be getting into if you join crew.
2. Take a look at the **performer's rehearsal schedule and contract**, so you get a sense of the timeline for the entire production, tech weeks, and production week.
3. If you want to apply for crew, you and your parent/guardian must sign the Tech Crew Contract. Keep one copy for your records; return the other one to Ms. Hutton.
4. Complete a **crew application**. *Note that you need a (brief) teacher recommendation. See instructions.* The applications are due to Ms. Hutton **Monday, January 6**.
5. Look for communication from Ms. Hutton the week of January 6 (email or in person) to learn if you have been accepted and what your assignment is.
6. Be ready to work as soon as Sunday, January 12, (or sooner, if you are working as a stage or production manager; or later, if you are on lights or sound)!

### **The Bottom Line:**

*Return the signed contract and completed application to Ms. Hutton by Monday, January 6. Have your teacher recommendation emailed to Ms. Hutton by that date, as well.*

Thanks very much for your interest. We hope to have you as part of the "Once Upon a Mattress" company!

Ms. Hutton  
[jhutton@cheltenham.org](mailto:jhutton@cheltenham.org)  
Room 176

# 2013-2014 *Once Upon a Mattress*

## Tech Crew Expectations

**Parents & Students: Please read this document carefully before deciding to be part of this endeavor. Tech crew members must adhere to these policies.**

**Overview:** The goal of Cheltenham Music Theatre is that every tech crew member learns real, professional technical theater skills while working together as a united company. As tech crew members, students learn concrete skills that can lead to careers in technical theater; and they develop interpersonal, organizational, and cooperative abilities that can positively impact a wide range of endeavors.

Students who want to work on Tech Crew must make a significant time commitment. Crew members often work before performers arrive and after they leave. Activities may include: lighting load-in and programming, audio set-up and load-in, set construction/painting, props, costumes, and organizing and tracking any number of production details.

**Requirements & Responsibilities:** Depending on whether a student is assigned to run crew, light board op, build crew, stage management, or any other number of tech activities, students may be required at as much as every rehearsal and show, or at just a few rehearsals prior to tech and show week. Assignments of responsibilities are made by the Producer, in consultation with staff advisors, based on each crew member's application, abilities, and interests.

Around March 24, about 2 1/2 weeks before opening night (April 10) the production process leaps into high gear. Most crew members will be required to attend all scheduled rehearsals and, sometimes, additional crew work sessions. It is important that parents and guardians are aware of the level of commitment that is required during these two to three weeks.

Attendance at strike is *MANDATORY* for all company members. First round of strike is Sat-Sun, April 12-13, 10pm-1am. NOTE THAT THIS IS THE BEGINNING OF SPRING BREAK. Crew members are bound to their responsibilities until the Sunday morning of the start of Spring Break. The remainder of strike duties will be scheduled by individual staff members with their tech crew advisees.

Our production calendar and other information for crew members is at [cheltenhammusictheatre.org](http://cheltenhammusictheatre.org).

For many, the schedule for each production can be demanding, just like a sport with daily practices and games. Students must balance their involvement in the Tech Crew with their other obligations.

### **Expectations**

Crew members are expected to:

- Work with a positive attitude. Be encouraging and respectful toward performers, crew members, staff, volunteers, and the production as a whole.
- Arrive several minutes before scheduled call.
- Do not leave until they have completed the assigned job(s) and have been dismissed or given permission by their advisor.
- Comply with all stage and shop safety rules and remind others to do the same.
- During build days, load-in days, painting days, etc., wear clothes they can work comfortably in--clothes that they know could be damaged or painted.
- Help maintain a clean, organized, and professional working environment in the theater.

- For longer work sessions or rehearsals, provide their own meal (i.e., bring their own or order out). Crew members may snack during scheduled work breaks as long as they do not eat in stage areas or near any equipment.
- Check the callboard and show website, [cheltenhamsmusictheatre.org](http://cheltenhamsmusictheatre.org), on a daily basis for announcements, updates, and schedule changes.
- Purchase one tech crew or show t-shirt (generally \$10-12) for use backstage or in promotions.
- Participate in promotion of the show through ticket sales, promotions, wearing t-shirts, etc., as directed by the Producer or technical advisor.
- Abide by any decisions of the Producer and technical staff. Please note that all technical, artistic, and administrative decisions are final and will not be changed as a result of advocacy for a particular candidates or arguments for special circumstances.

Crew members may not:

- Eat or drink on stage, backstage, in wings, in dressing rooms, or near any equipment.
- Leave a rehearsal or work session for any reason even if they can return prior to the end of rehearsal (i.e. personal appointments or other club meetings). Students are not permitted to return to their lockers, roam the hallways, or go to another classroom once they have entered the theater. Students must remain in the theater (except bathroom breaks to the nearest restroom) when called for tech activities.
- Crew members may not, through negligence or carelessness, damage set pieces, props, costumes, equipment, or supplies. Replacement or repair costs may be the responsibility of the negligent crew member.

### **Safety**

Tech work involves safety hazards. Student crew members may work with hammers, electric screwdrivers, electric drills, power circular saws, power miter saws, table saws, tall ladders, scaffolding, lighting equipment, and many other items that can be dangerous. Crew members are expected to adhere strictly to safety procedures and heed the instructions of their staff supervisors at all times. If, at any time, a crew member is uncomfortable performing any task (s)he should immediately STOP and explain the situation to the his/her technical advisor. **SAFETY is of the utmost importance. No horseplay is allowed. Students must stay focused at all times and be on the lookout for hazards (trip hazards, damaged set pieces, or other potentially unsafe situations).**

### **Attendance**

Students will attend school on rehearsal and performance days, and will not use the show as an excuse for missing school or not completing assignments, or for avoiding any other responsibilities.

Attendance and punctuality are required. Tech members are expected to organize their calendars properly and notify all family members who might influence their schedule. Family members and students in the Tech Crew must avoid scheduling doctor appointments, family vacations, lessons, work obligations, or any other activities during tech rehearsals.

Exceptions may be made for genuine emergencies and serious, unavoidable conflicts that present themselves on short notice. Students and families must make every attempt to solve the conflict. Excused absences are of the discretion of the production staff: they may or may not be granted. These rare conflicts must be presented in writing to Ms. Hutton as soon as the conflict arises.

### **Absences from school or medical issues:**

Students who miss school on a rehearsal or performance date are not permitted to participate in rehearsal or a work session, according to school policy. Students must be at school from 4<sup>th</sup> period forward in order to be eligible to participate in after-school activities.

Students who miss school on a day when they are called must notify Ms. Hutton via email (jhutton@cheltenham.org) by phone 215-517-1306 by 12 noon on the day of the absence. This notification must be followed up with a note from a parent. If the absence is medical, then a doctor's note should be presented. It is expected that absences from school will occur only for serious illness or emergencies.

**Consequences for Infractions:** Tech Crew membership can be revoked for any of the following conditions - please read carefully.

- A single unexcused absence from a tech call, rehearsal, or performance.
- A third absence (either excused or unexcused) from a tech call, rehearsal, or performance.
- A third unexcused lateness to a tech call, rehearsal, or performance.
- Academic difficulties brought to the Producer or Tech Director's attention by a counselor, administrator, or faculty member. (Student will be removed from the crew if they are failing two (2) or more major subjects.)
- A lack of focus during a tech call, rehearsal, or production after one warning.
- A lack of enthusiasm, positivism, politeness, and /or cooperation with staff/cast/crew after one warning.
- A serious violation of school rules and regulations. This includes behavior infractions such as harassment, bullying, and any activity with drugs or alcohol in or out of school.

# ***THIS COPY FOR YOUR RECORDS***

## ***2013-2014 Once Upon a Mattress***

### **Tech Crew Contract**

*Please read this contract carefully. Failure to fulfill obligations to Tech Crew will not be tolerated.*

#### **Student Contract**

As a member of the *Once Upon a Mattress* Tech Crew, I will be present and on time for all tech calls, rehearsals, and performances. I will be a positive, energetic worker who prioritizes the success of the crew as a whole. I understand that failure to fulfill any of these obligations may result in immediate removal from the crew.

I have read, I understand, and I will adhere to the schedule and all policies and expectations laid out in this contract.

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Student Name (printed) \_\_\_\_\_ Student email address (please print clearly) \_\_\_\_\_

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Student Signature \_\_\_\_\_

#### **Parent/Guardian Contract**

I understand that my child has read this contract and understands that he/she must adhere to all obligations and rules outlined above. I understand that he/she must attend all rehearsals, performances, and work calls that he/she has been assigned to work. I will not schedule any other obligations during these times, and I will arrange transportation for my child when necessary. I understand that my student will be trained on proper use of tools and will be expected to adhere to the strictest safety standards. I will support my child in the rehearsal process and assist my child in purchasing at least one backstage tech crew t-shirt or show t-shirt. I understand that decisions made by the producer, technical director and professional staff are final, and they will not change as a result of advocacy for a particular candidate or argument for special circumstances.

I have read, I understand, and I will adhere to the policies and expectations laid out in this contract.

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Parent's Name (printed) \_\_\_\_\_ Parent's email address (please print clearly) \_\_\_\_\_

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Parent's Signature \_\_\_\_\_

# ***THIS COPY FOR MS. HUTTON***

## ***2013-2014 Once Upon a Mattress***

### **Tech Crew Contract**

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#### **Student Contract**

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Student Name (printed)

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Student Signature

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I have read, I understand, and I will adhere to the policies and expectations laid out in this contract.

---

Parent's Name (printed)

Parent's email address (please print clearly)

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Parent's Signature

# Once Upon a Mattress

*Cheltenham Music Theatre's 51st Annual Musical Production*

*April 10, 11, & 12, 2014*

## Student Crew Application

*Due to Ms. Hutton in Choir Room (176) by Monday, January 6, 2014 at 3:00 pm*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Homeroom # \_\_\_\_\_ Lunch Period \_\_\_\_\_ Grade \_\_\_\_\_

Why do you want to be part of the crew for our 2013-14 musical production?

Agree or disagree with the following statements by rating on a scale of 1-5.

(1= completely disagree; 2=somewhat disagree; 3=neutral; 4=somewhat agree; 5=completely agree;)

I think of myself as an organized person. \_\_\_\_\_

People generally listen to me when I speak. \_\_\_\_\_

I love detail-oriented documents like checklists, to-do lists, and organizational charts. \_\_\_\_\_

I have an artistic eye. \_\_\_\_\_

I like being physically active and doing things with my hands. \_\_\_\_\_

What three words best describe you?

What are your strengths as a leader and as a worker?

Describe two situations when you have overcome obstacles to get something accomplished.

Describe two situations when you have been calm under pressure.

Do you maintain a written or online calendar of your commitments and obligations? If so, tell us about your system.

How do you and your family members communicate about your commitments and schedule?

Do you have any obligations that conflict with crew activities at the following times? If yes, please describe below.

Jan 6-Mar 28 (any day) 2:45-5:45p

Sundays, Jan 12-Mar 30 10a-8p

March 31, April 1, 2, 3, 4 2:45-9:00p

Sat, April 5 8:00a-5:00p

Sun, April 6 12:00p-8:00p

M, Tu, April 7-8 2:45-9:00p

Th, Fr April 10-11 2:45-11:00p

Sa, April 12 (into Su, 13th) 3:00p-2:00a

**\*\*\*NOTE THAT OUR SHOW SCHEDULE TAKES US THROUGH SUNDAY MORNING, APRIL 13, WHICH IS THE START OF SPRING BREAK**

What aspect(s) of crew are you particularly interested in working on? (lights, sound, set building, set painting, stage management, house management, props, costumes, hair, makeup) Why?

*NOTE: If accepted as a crew member, you must be willing to work on any assigned task.*

What else should we know about you?

**Please include a very brief (1 paragraph) written recommendation from a CHS teacher that describes why you are a good candidate for our crew. Your teacher may email it to Ms. Hutton at [jhutton@cheltenham.org](mailto:jhutton@cheltenham.org) by Monday, January 6.**



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## PERFORMER'S REHEARSAL SCHEDULE and CONTRACT

All rehearsals are 3:00-5:30p unless otherwise noted.

M, Jan 6, 3:00-7:00p (Read-Thru)	Tu, Feb 18	M, Mar 24 + (& 6:00 Dry Tech*)
Tu, Jan 7	W, Feb 19	Tu, Mar 25
W, Jan 8	Th, Feb 20	W, Mar 26
Th, Jan 9	F, Feb 21	Th, Mar 27
F, Jan 10	M, Feb 24 +	F, Mar 28
Su, Jan 12	W, Feb 26	M, Mar 31, 3-9:30 (Q2Q)
M, Jan 13	Th, Feb 27	Tu, Apr 1, 3-6:30 (Full Tech Run)
Tu, Jan 14	F, Feb 28	W, Apr 2, 3-6:30 (Full Tech Run)
Th, Jan 16	Su, Mar 2	Th, Apr 3
Tu, Jan 21	M, Mar 3 +	F, Apr 4, 3-6 (Costume Parade)
W, Jan 22	Tu, Mar 4	Sa, Apr 5, 10am-2pm (Dress Act 1)
Th, Jan 23	W, Mar 5	Su, Apr 6, 2pm-6pm (Dress Act 2)
F, Jan 24	Th, Mar 6	M, Apr 7 3-8 (Dress)
Su, Jan 26	F, Mar 7	Tu, Apr 8, 3-8 (Dress)
M, Jan 27 +	M, Mar 10 +	W, Apr 9, 11a-2p, in school
Tu, Jan 28	Tu, Mar 11	Th, Apr 10, 5:30pm-11:00pm
Th, Jan 30	W, Mar 12	7:30 curtain
M, Feb 3 +	Th, Mar 13	Fri, Apr 11, 5:30pm-11:00pm
Tu, Feb 4	F, Mar 14	7:30 curtain
W, Feb 5	Su, Mar 16	Sat, Apr 12, 5:30pm-1:00am
Th, Feb 6	M, Mar 17 +	7:30 curtain
Fri, Feb 7	Tu, Mar 18 (& 6:30 Paper	10:30p-1:00a (Strike)
Su, Feb 9	Tech*)	<i>All cast and crew must be present until the conclusion</i>
M, Feb 10 +	W, Mar 19	<i>of strike.</i>
Tu, Feb 11	Th, Mar 20	<i>+ Student pit also rehearses (separately).</i>
W, Feb 12	F, Mar 21	<i>* Performers rehearse 3-5:30 but do not</i>
Th, Feb 13	Su, Mar 23	<i>attend tech.</i>

Please note that our performances and strike are at the beginning of Spring Break (April 12-20). All cast and crew are required to be present through 1:00 am the night of Saturday, April 12 (early Sunday morning) for Strike.