

# CREW GUIDELINES

## Welcome to Salina South Theatre!

We are excited for our season and for the work our students will do throughout the school year. The Performing Arts provides many opportunities to grow as individuals and to collaborate with others whether it is on or off the stage.

### 1. **Communication**

Communication is very important. If you say you're going to be at a workday/rehearsal, please be sure to follow through. Let Miss Lindsay and/or a crew chief know in advance if your schedule changes and you are no longer able to be at that work time.

### 2. **Scheduling**

Keep up to date with schedule crew times by reading the BackStage Booster emails, checking our social media sites, and especially any information posted by crew chiefs, KL (Miss Lindsay), Roger, or Mama Kay. We also post info on the Callboard - the bulletin board in the hallway near the classroom. (At the end of a workday/rehearsal, it is helpful if rides pick you up in a timely manner. *Communicate* with the adult sponsor if a problem arises.)

### 3. **Theatre Safety**

It is extremely important to follow all proper procedures for tools & equipment. No horsing around at any time. Be respectful of others, of the equipment, and of the facility.

### 4. **Stay on Task**

We need to make sure we are using our time wisely and getting our work done. Please stay in the work area and stay focused on the task at hand. Any students who are disruptive to the process may be asked to leave.

### 5. **Social Media**

South Theatre will promote theatre activities (crew work, drama club activities, rehearsals, etc) with photos and videos of student work. We love promoting the excellent work our students do! Students with social media accounts should be positive and respectful in any posts about our theatre activities. Always be thoughtful and respectful in posts about *anything*, but especially when posting and 'tagging' others. The expectation when students post is that you are thoughtful and respectful to others involved. Failure to do so may result in expulsion from the activity.

### 6. **Ask Questions!**

You do not have to have prior experience in a crew area to be a part of it - we want you to learn new skills! Whether you are new to the crew or a returning member, please ask questions at any time! Even if you've participated before, we may want to review a process and crew members might want a refresher on equipment operation. We'd much rather 'review than repair.'

Keep reading! There's additional important information! → → →

## **BASIC THEATRE SAFETY & WORKDAY INFORMATION**

- It's best to wear old clothes for crew work.
- Wear closed-toe shoes (no flip-flops or sandals)
- Loose-fitting clothing, scarves, ties, or jewelry should not be worn while using power equipment. Long hair should be tied back or covered. Long sleeve shirts should be buttoned at the cuff or rolled to the upper arm. They can get caught or block vision while working.
- Goggles, face shields, or safety glasses – all rated for impact – should be worn while using power tools and equipment.
- Earmuffs should be worn during prolonged exposure to excessive noise.
- Wash hands in soap and water during work breaks, before eating, and after work. Never use solvents to clean hands.
- Pick up your area before you leave.
- Clean out paint equipment thoroughly.
- Put things away, please! If you're not sure where it goes, please ask.
- Help pick up the classroom at the end of a workday.
- On Saturdays, we often get lunch. Please bring \$3 for pizza or other lunch food. You can also leave for lunch or bring your own lunch.
- When you arrive for a workday, crew time, or rehearsal - enter/exit through the hallway door near the classroom. Call or text for someone to let you in. (Sometimes you can get in through the scene shop door. If not - call the number posted on the hallway door by the classroom.)
- Please let someone know right away if your ride is unable to pick you up at the designated time.

**The safety of our students, sponsors, and volunteers is very important to us. We ask that students follow instructions and procedures.**

**We look forward to a wonderful theatre season. Thank you for being part of the Salina South Theatre Family!**

### **IMPORTANT CONTACT INFO**

**Kate Lindsay** (Director of Theatre) 785-309-3675 (school), 785-452-1406 (cell)  
**Roger Coberly** (Set Designer, Theatre Asst.) 785-502-0968  
**Kay Engelland** (Costume Designer, aka 'Mama Kay') 785-309-9218

**Social Media ---**

**Facebook: request to join the group – Salina South Theatre**

**Twitter: @souththeatre    Instagram: @souththeatre    Snapchat: @souththeatre**

# Production Crew Interest Form **Join a crew!!**

<b>Student Name</b>			
Cell number		Grade level:	
Personal email			
Home address			

<b>Parent/Guardian 1</b>			
Cell number			
Personal email			
Address if different from above			

<b>Parent/Guardian 2</b>			
Cell number			
Personal email			
Address if different from above			

**Please indicate which is the primary emergency contact name.**

**Indicate all crews for which you are interested.** (You may mark more than one crew. It's optional to prioritize, but feel free to do so.)

- |  |  |
|--|--|
| <input type="checkbox"/> Set Crew / Running Crew | <input type="checkbox"/> Hair/Makeup                   |
| <input type="checkbox"/> Lights                  | <input type="checkbox"/> Publicity / Marketing         |
| <input type="checkbox"/> Sound                   | <input type="checkbox"/> Box Office / House Management |
| <input type="checkbox"/> Props                   | <input type="checkbox"/> Playbill                      |
| <input type="checkbox"/> Costumes                |  |

*\*If interested in being a **Stage Manager or Crew Chief**, complete additional application & interview.*

**Please list any previous experience you have in technical theatre outside of South High that we might not know about.** (Optional for Thespians.)

**Please list any skills you have that may be beneficial to this production.**

Example: sewing, woodworking, painting, etc...

**Please list any allergies or health concerns we should be aware of.** (Such as sawdust, paint, latex, and costume, hair, or makeup supplies...)

**Any other information that you would like the director and other staff members to know?**

**Are you eligible this semester according to KSHSAA policy?** \_\_\_\_\_ yes \_\_\_\_\_ no

### **STUDENT SIGNATURE**

I have read the guidelines for production work and agree to follow the expectations.

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

### ***PARENT/GUARDIAN PERMISSION***

Salina South Theatre has several social media accounts to promote our theatre activities. Photos and videos of student work are often posted on these accounts to promote their outstanding work. The expectation when students post is that they are thoughtful and respectful to others involved.

I am aware of my student's interest in participating in theatre productions and give my approval for participation.

Parent Guardian Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_