

TECH WEEK SURVIVAL GUIDE

Tech Week begins on Sunday, March 20 and runs through our performances and Set Strike, ending on Saturday, March 26. This is a reminder that TECH WEEK IS **MANDATORY** FOR ALL CAST AND CREW MEMBERS. **NO EXCEPTIONS**. This information was in the application and contract that students received when they auditioned..

IMPORTANT!!! Deodorant is your friend! It gets hot under the lights and by the end of the week, costumes can get pretty smelly. Please make sure you have deodorant on and bring some with you to keep with your makeup. I promise, your nose will thank you!

CELL PHONE POLICY: Student cell phones will not be allowed in the Green Room or Back Stage during tech week or on the performance dates. Students' cell phones brought to the theater will be "checked in" and kept in "Cell Phone Jail" in the green room until rehearsal or performance dismissal. Cell phones will only be allowed to contact parents or guardians upon discretion of the Director and/or parent volunteers. Mokena School District 159 is not responsible for phones that are lost or stolen. Any questions contact Mrs. Bussean.

Here is the schedule for Tech Week:

Sunday, March 20 - Part 1

Who: All Crew Members (**mandatory**)

Cast is not required to attend unless they are helping move sets
ANY PARENTS WHO CAN HELP

Where: MJHS and LWC

Time: 11:00 a.m. – 8:30 p.m.

What: We will load the set pieces onto a truck to be transported to LWC. Students will need to provide their own transportation to LWC when we are done loading. This could be as early as 11:30. Any parents who have a pick up truck and/or trailer are encouraged to help!

Once the sets are moved to LWC, we will be reassembling them and then students will be moving to their tech assignments. My hope is to run the running crew set changes without actors so students get a feel for the flow of the show. All Crew members will do a "dry run" of the show without actors to learn how to move the sets on and off the stage and to learn how to run sound, lights, mics, etc.

Crew members will be provided with dinner.

Sunday, March 20 - Part 2

Who: All Cast Members (**mandatory**) Crew will still be there as well

Where: LWC

Time: 4:30 p.m. – 8:30 p.m.

What: Tech Rehearsal

Please note that the 8:30 end time is fluid. If we are mid-scene, we will end when we finish that portion. While I will do my best to end as close to 8:30 as possible, I appreciate your understanding if we do run later than expected.

Cast members should eat BEFORE rehearsal.

Important: All students should have turned in their costume pieces already (including shoes, etc.). Everything should be clearly marked with the student's name. No makeup or hair is necessary until dress rehearsal on Wednesday, but students may bring their supplies with them if they want to store them at LWC. A small basket or zippered bag is a great way to store items. Everything must be clearly marked. No sharing of makeup.

Children may be changing in open areas, please make sure they have a tank top, t-shirt and bike shorts, or other clothing underneath their costumes.

Monday, March 21

Who: All Cast and Crew Members (**mandatory**)

Parents who have signed up to help. Rehearsals are closed. Only parents assigned to be back stage will be allowed in the stage/auditorium area.

Where: LWC

Time: 3:00 p.m. - 9:00 p.m. (students are responsible for transportation from MJH to LWC. Please try to arrange carpools.) Please note that the 8:30 end time is fluid. If we are mid-scene, we will end when we finish that portion. While I will do my best to end as close to 9:00 as possible, I appreciate your understanding if we do run later than expected.

DINNER WILL BE PROVIDED TO STUDENTS WHO PRE-PAID FOR TECH WEEK

What: Tech Rehearsal

Important: All students should have turned in their costume pieces already (including shoes, etc.). Everything should be clearly marked with the student's name. No makeup or hair is necessary until dress rehearsal on Thursday, but students may bring their supplies with them if they want to store them at LWC. A small basket or zippered bag is a great way to store items. Everything must be clearly marked. No sharing of makeup.

Children may be changing in open areas, please make sure they have a tank top, t-shirt and bike shorts, or other clothing underneath their costumes.

Tuesday, March 22

Who: All Cast and Crew Members (**mandatory**)

Parents who have signed up to help. Rehearsals are closed. Only parents assigned to be back stage will be allowed in the stage/auditorium area.

Where: LWC

Time: 3:00 p.m. - 9:00 p.m. (students are responsible for transportation from MJH to LWC. Please try to arrange carpools.) Please note that the 8:30 end time is fluid. If we are mid-scene, we will end when we finish that portion. While I will do my best to end as close to 9:00 as possible, I appreciate your understanding if we do run later than expected.

DINNER WILL BE PROVIDED TO STUDENTS WHO PRE-PAID FOR TECH WEEK

What: Tech Rehearsal

Important: All students should have turned in their costume pieces already (including shoes, etc.). Everything should be clearly marked with the student's name. No makeup or hair is necessary until dress rehearsal on Thursday, but students may bring their supplies with them if they want to store them at LWC. A small basket or zippered bag is a great way to store items. Everything must be clearly marked. No sharing of makeup.

Children may be changing in open areas, please make sure they have a tank top, t-shirt and bike shorts, or other clothing underneath their costumes.

Wednesday, March 23

Who: All Cast and Crew Members (**mandatory**)

Parents who have signed up to help. Rehearsals are closed. Only parents assigned to be back stage will be allowed in the stage/auditorium area.

Where: LWC

Time: 3:00 p.m. - 9:00 p.m. (students are responsible for transportation from MJH to LWC. Please try to arrange carpools.) Please note that the 9:00 end time is fluid. If we are mid-scene, we will end when we finish that portion. While I will do my best to finish as close to 9:00 as possible, I appreciate your understanding if we do run later than expected.

DINNER WILL BE PROVIDED TO STUDENTS WHO PRE-PAID FOR TECH WEEK DINNERS.

What: DRESS Rehearsal. Students will need to be in full makeup and costume for this rehearsal.

Mrs. LaChat will be there photographing our final dress rehearsal. Students must be in full costume/makeup/shoes for this rehearsal.

Thursday, March 24

Who: All Cast and Crew Members (**mandatory**)
No parent help needed. Rehearsals are closed.

Where: MJH

Time: 2:30 p.m. - 8:00 p.m. Please note that the 8:00 end time is fluid. If we are mid-scene, we will end when we finish that portion. While I will do my best to finish as close to 8:00 as possible, I appreciate your understanding if we do run later than expected.

DINNER WILL BE PROVIDED TO STUDENTS WHO PRE-PAID FOR TECH WEEK DINNERS. What:

What: Tech Rehearsal

We will not be using costumes or props or set pieces at this rehearsal as we will be at MJH.

This will be our final run throughs of the show before our performances.

Friday, March 25

Who: All Cast and Crew Members (**mandatory**)
Parents who have signed up to help

Where: LWC

Time: 4:00 p.m. - (approximately) 9:00 p.m.

What: Opening Night Performance. Students will need to be in full make and costume.
STUDENTS SHOULD EAT DINNER BEFORE COMING FOR THE EVENING

SHOW. **Saturday, March 26 - Part 1**

Who: All Cast and Crew Members (**mandatory**)
Parents who have signed up to help

Where: LWC

Time: 12:00 p.m. - (approximately) 9:00 p.m.

What: Final Two Performances. Students will need to be in full make and costume. Dinner will be provided for students who pre-paid for tech week dinners between the two performances.
SHOW.

Saturday, March 26 - Part 2

Who: All Cast and Crew Members (**mandatory**)
Parents who have signed up to help

Where: LWC

Time: (approximately 9:00 p.m. at LWC - (approximately) 10:00 p.m. at MJH

What: Set Strike

Students will need to provide their own transportation from LWC to MJHS. Please arrange for carpools as needed) FYI - in the past, we were done with strike in approximately an hour and a half. It could take longer this year depending on how quickly we work and how many people are there to help. EVERY CAST AND CREW MEMBER IS REQUIRED TO HELP WITH SET STRIKE AND TRANSPORTATION TO MJH. The more people we have to help, the faster it will go. We may need some trucks, vans, etc. to help transport boxes and costumes back to the junior high.

What: Set Strike and Storage of Sets/Costumes, etc. Please bring drills, hammers, safety goggles and gloves. Plastic storage box donations would be appreciated as well. Once the set is taken apart, we will move the pieces back to MJHS for storage. Students will be released once everything is put away at MJHS and the band room and stage areas are clean.

SAFETY ANNOUNCEMENTS

- Due to the short break between shows, students will not leave the theater between shows. -
- For the safety of the children, backstage/green room areas are closed to the general public. -
- Only pre-approved parent volunteers are allowed backstage and/or in the green room. -
- Cell phone policy applies.

Please email me with any questions you may have. It is going to be a very busy few weeks leading up to these performances and this is a lot of information to take in. Please make sure the students rest as much as possible during Tech Week and they should bring homework/study materials with them to Tech rehearsals and stay on top of their schoolwork during down time.

If you have any questions, please let me know!