

Tech Crew Contract

A Christmas Story 2024

To clarify the rules and guidelines expected of you by participating in the U of D Jesuit Theater Program's Fall Play, *A Christmas Story*, I require both you and your parents to read the following contract and sign it prior to attending your first scheduled work day for Stage Crew.

Due at the first Crew Meeting – You cannot participate without the signed contract!

Putting on a production is a mammoth task that requires a great deal of coordinating and communicating with the parties and parents of the parties involved. To enable you to understand what is expected of you, you and your parents must read the following contract and sign it before you can participate on the tech crew.

1. All crew members are expected to promote this production and encourage their friends and family to attend. This will help offset the cost incurred by the show.
2. All crew members will cooperate with the director, moderator, and crew chief by complying with their requests. This includes being quiet during rehearsals and notes.
3. All crew members will take care of set pieces. If any defect in the stage is noticed the stage director or technical director will be made aware of the problem so that it can be repaired.
4. All crew members will at times be required to handle tools. No student may use a power tool until approval is given by the technical director or crew chief. Tools will be treated with respect and proper safety procedures will be observed at all times. Any time saws are used, students will wear safety glasses.
5. All crew members are restricted from having any personal tools in school during class hours. This includes pocketknives, screwdrivers, and wrenches. Students who bring these tools to school will be issued a jug and dropped. Tools should only be brought to construction sessions. We do not have enough of our own tools to assure students will have a drill or a jig saw readily available when they need it, so students are encouraged to bring their own tools if they can.
6. All crew members are expected to attend the scheduled workdays and stay until the Commons is clean and the work is done. Attendance is taken.
7. Anyone missing more than two scheduled workdays will not have their name listed in the program and will not have it on their college transcripts. These absences include emergencies.
8. **All crew members must help take down the stage during strike, which is scheduled for Sunday, October 27, 2024 (start time will be announced).**

9. The school requires all male students participating in the play to be eligible both academically and socially. Any student on probation will be dropped from the technical support group.

10. Students **MUST** wear protective goggles when using saws. They cannot participate if they wear open toed shoes (like sandals) to a work session.

i. We work in a construction site which is potentially dangerous. Please be aware that you could get hurt.

ii. Any use of social websites, such as *Facebook*, *Twitter*, Snapchat, *Instagram*, or any other social media site not specifically mentioned here, to comment, harass, or terrorize a student participating in the theater program is strictly prohibited, will result in a direct referral to the Dean of Students, and will result in dismissal from the show.

11. Students will not be provided with lunch on Crew Saturdays, and we cannot permit students to leave the building at any point and then return. Bring a lunch to work Saturdays.

12. Students will be chosen for night crew by the stage manager and Directors. These students must be present during the last 7 days of rehearsals and at the performances. If you cannot commit to these times, you need to inform the stage manager or Mr. Manwell, and he will choose a different student.

13. There is to be no gathering in unsupervised areas during rehearsal, tech week, or the performances. No exceptions. Any and all crew will be cut from the show for violating this guideline.

14. Parents: Realize that there may be occasional rehearsals that are late, especially during the final two weeks before the show. Students chosen for night crew should bring their homework to these rehearsals and work on it during the time that they are not working on the play. Please schedule retreats and doctor's visits at times that do not interfere with scheduled crew meetings. Technical support is necessary during these two weeks but not all the students who are on stage crew will be able to work during rehearsals.

15. U of D students are required to attend school on the days of a rehearsal or performance. Unexcused absences prevent student participation in that night's performance and will have a devastating effect on the performance.

16. Anyone whose conduct reflects negatively on the cast and crew will be dropped from the production or not selected to participate on Night Crew, regardless of class status. Any production is a commitment; it takes an understanding of all parties involved, students, parents, and production staff. No matter how large or small the part, when someone is not being responsible, then everyone's job becomes more difficult

17. The U of D Jesuit Fall Theater Program does not host an official cast party that is supervised by the production team. The school strongly discourages “unofficial” cast parties and asks that parents refrain from holding these types of gatherings. The reason for this request is two-fold:

(1) Putting on a production of this magnitude is a strenuous effort for all involved. Students need sufficient rest and sleep on nights before performances and cast parties that go late into the evening or early morning can have a detrimental effect on an actor’s performance.

(2) The school does not condone co-ed sleepovers or any event that lacks proper supervision. Furthermore, the school does not want students driving home late in the evening or early morning, especially as Michigan state law prohibits teenagers with a level two license from being on the road after 10pm.

Parents: please support your student's commitment and enable them to meet their work schedule when setting appointments and family functions. We appreciate your interest and always welcome parents at work sessions. Attached is a document soliciting parental support in specific categories.

