The Staples Players Handbook

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Objectives of Staples Players

- To encourage and develop greater support and respect for the theatre in a supervised learning environment

- To give to each student participating in the program an opportunity to learn and be involved in every aspect of producing a play

- To offer students extensive experiences that will not only help them in theatre but promote an attitude of support and cooperation in any future endeavor

- To use knowledge, talent and hard work to present productions of the highest quality

Staples Players Productions

MAJOR PRODUCTIONS:

Mainstage Production
Any production directed by David Roth and Kerry Long, performed on the stage in the auditorium. There is a Main Stage production performed in November and customarily a second production performed in March.

Black Box Production
A show produced by David Roth and Kerry Long, performed in the Black Box theatre. This production is usually performed in June, though an additional production is sometimes performed in the Black Box in March as an alternative to a second Main Stage production.

Summer Production
A production on the Main Stage directed by David Roth and Kerry Long, in conjunction with Westport Continuing Education. Open to students entering ninth grade through college.

STUDENT- DIRECTED PRODUCTIONS:

One-Act Play Festival
A series of 10-minute plays directed by juniors and seniors in David Roth's directing class. Runs one weekend in April. All students are eligible to audition.

Studio Production
Any full-length production directed by a student. Director will have taken Staples Theatre classes, including David Roth's directing class. There is typically one studio production in a year in late Spring. There is a possibility of a Winter Studio if it has little or no technical requirements. Each studio production typically has a cast of 10-15 people and takes place at Toquet Hall. The Assistant Stage Manager or a Stage Manager Intern is the SM in charge of this production and the student director chooses a peer who has taken Directing Class to be an Assistant Director.

Theatre Classes

Theatre classes are courses offered at Staples High School taught by the faculty director of Staples Players, David Roth. It is not a requirement of Staples Players to be enrolled in a theatre class, however due to the strong curricula, it is highly encouraged that members of Players enroll. Conversely, being enrolled in a theatre class does not mean that you have to be involved in Players, although, once again, it is encouraged. The possible theatre classes offered at Staples are:

Theatre 1: Acting Fundamentals

In Theatre 1, students learn all of the fundamentals of acting and theatre history. Basic principles of theatre, such as objective, tactics and stakes, are highly emphasized throughout the course and are common themes throughout the curriculum. Students learn about group improvisation, scenes and theatre history. Grades are based on participation, effort, assignments and quizzes. Earns student 1 semester of credit. Can be taken 4 days a week during the first semester, or 2 days a week for the whole year.

Theatre 2: Advanced Acting

*prerequisite - must have taken Theatre 1

In theatre 2, students build upon the skills that they have obtained from theatre 1, and apply them to more challenging theatrical tasks. Students learn about character development through profound character analysis and improvisation. Scene work, monologues, and stage combat are included in the curriculum as well. Grades are based on participation, effort, assignments and quizzes. Earns student 1 year of credit. Taken 2 days a week for the whole year.

Theatre 3: Acting Technique

*prerequisite - must have taken Theatre 2

Theatre 3 cumulates all that was learned in Theatre 1 and 2 and finalizes concepts discussed throughout each course. This class teaches the techniques refined by Stanislavski and Viola Spolin. Improvisation, scene work, exploring work with masks, and study of Shakespeare are primary activities. Some years students in the theatre 3 class may pair up with the corresponding radio production class to produce a holiday radio show. Grades are based on participation, effort, assignments and quizzes. Earns student 1 full year credit. Taken 4 days a week for the whole year.

Theatre 3 - Directing

*prerequisite - must have taken Theatre 2

In theatre 3 directing, students learn the fundamentals of directing small scenes, and work towards their main assignment: a 10 minute One Act play. These One Act plays feature auditioned actors from Players and are presented in late April. Students learn about blocking, body positioning, levels, and some general strengths and weaknesses of the stage. Students will critique other students' scenes based on the above as well as the fundamentals they have learned in theatre 1 and 2. Grades will be based on participation, effort, assignments and quizzes. Earns student 1 full year credit. Taken 4 days a week for the whole year.

Theater 3 Acting and Directing can be repeated, there is no requirement that a student take both

Casting

Casting is not easy. It involves some of the most crucial decisions a director makes during the production process.

The following areas are used during the process of evaluation: performance qualities, attitude, willingness to take direction, ability to work with others, and desire to commit to the project.

Staples Players has always enjoyed an enormous talent pool. Seniority is not a driving force in the casting process. The student who possesses the most potential for a given role will be given the part, which includes freshmen and sophomores. Those seemingly best suited for the roles will be given the parts. This often leads to disgruntled students and at times even disgruntled parents. However, everyone must understand that casting is the job of the director. Any disagreement or anger will not serve the process of production. Once begun, all work must serve the demands of the play and ensure a high quality production worthy of Players' reputation of excellence.

There are no small parts. Everyone on stage is intimately connected to the whole. The applause is for the show: actors, technicians, musicians, designers, directors — everyone connected with the production. WE ARE A COMMUNITY. A play is a collaborative effort representing hours of important work on and off stage. We all must look beyond our individual concerns to the total production values of the piece we are presenting. Please avoid feeling sorry for yourself and having a negative attitude and instead focus on the production as a whole. If you can do this, you'll feel better about what you do and contribute to the positive attitude of the Players community.

Note: All of the information found in this section applies to both Main Stage and Studio theatre productions.

Double Casts

We often double cast roles as we feel two actors can play the role equally well and both deserve the chance to perform. Being a good double cast not only alleviates the stresses of being a lead, but also catches the eye of the directors. All responsible double casts adhere to the following list of responsibilities.

-All double-casts should be attentive at all times during rehearsals and must take down blocking, choreography, and general notes for all scenes rehearsed.

-All double-casts should be running scenes off-stage as the other cast rehearses on stage. This is most critical during Tech and Hell week.

-If a double-cast misses rehearsal, he or she is responsible for going over what they missed with their counterpart and/or an A.D.

-Double casts are also responsible for being there for warm ups (45 minutes before each show) even if they are not in the show that night.

Being double cast in a role is not an excuse to put less effort into a role. In fact, it often requires as much or even more work from the actor in order to be successful. If you are double-cast, please follow the guidelines closely in order be as successful as possible.

Understudies

A majority of lead roles will be assigned an understudy, someone who knows the role and is prepared to go on in that role in case of emergency. There are a few basic responsibilities that an understudy must keep throughout the process of a show.

-An understudy must be at every blocking rehearsal (not character work) for the role they are covering unless they have their own rehearsal.

-They are responsible for knowing and taking down blocking for every scene. If they miss a rehearsal, they are responsible for getting the blocking from either the AD or the person who has the role.

-Lines should be memorized one week after lines are regularly due and tested. If they are understudying more than one role, this deadline can be negotiated.

-Whenever possible, the understudy should be doing choreography or blocking in the pit or off to the side during rehearsals/runs. It is the understudy's responsibility to make sure that they have all materials. Feel free to approach ADs about getting recordings of musical numbers/choreography.

it is important to acknowledge that being an understudy is a big responsibility. If you do not feel as though you can fulfill the requirements that being an understudy requires, indicate this on your audition form.

Staples Players Attendance Policy:

All cast members must inform David Roth BY EMAIL of a scheduled absence at least **two weeks** in advance. Any absences that are requested after two weeks will be considered UNEXCUSED.

Absences affect the rehearsal schedule making it crucial that Players inform the creative team as early as possible for the sake of planning.

If you are sick and out of school, it is always suggested that you stay at home in order to prevent the spread of the sickness throughout the cast and crew. If you are sick, please email Director David Roth by 9 AM at droth@westportps.org or call his office line at (203)-341-1305. If you are in school, you are expected to be at rehearsal. This policy is for ALL Players' productions.

Players are required to attend all rehearsals they are scheduled for except for excused absences and illnesses- this includes the two days before a break and following a break. Unlike sports

teams, who have practice through all vacation breaks, Players will not rehearse during breaks but actors are expected to attend rehearsals on all days leading up to and following a break.

Actors are expected to change into their rehearsal costume or dance clothes (if they need one) and be in their first rehearsal by 3:00. Repetitive tardiness and/or unexcused absences could result in removal from a production.

Cast members are allowed two scheduled (non-illness) excused absences. Exceptions may be made for people making college visits or for other extenuating circumstances that have been discussed with and approved by Mr. Roth.

A cast member who has an unexcused absence may be removed from the scene or song entirely that was staged that day. Unexcused absences create extra work for fellow performers and production team. More than one unexcused absence may result in REMOVAL from the play.

Pre-planned absences will not be excused during the last two weeks of rehearsal or on the two days before or following a vacation break. If a Staff Development Day occurs on the last day before a vacation break we WILL rehearse that day and no non-illness excuses will be accepted.

NO ABSENCES ARE EVER PERMITTED DURING PERFORMANCES EXCEPT FOR SEVERE ILLNESS OR INJURY.

Rehearsal Interruption

Effective use of rehearsal time is vital in the success of a production. This entails cast members remaining focused and respectful throughout a daily rehearsal. If an individual is found to be disruptive to the process by talking excessively or not listening during rehearsal, he/she is subject to the following:

- A formal warning from Stage Management or an Assistant Director
- A discussion with one of the Players Officers regarding their behavior during rehearsal
- A discussion with Mr. Roth and/or Kerry.

If the individual continues to be a disruption during the rehearsal process, it is possible that he/she will be taken out of a number or scene entirely.

Staples Players Technical Crews

We hope that every member of Players gets involved in a crew during their four years in our organization. Below are our different crew opportunities. Talk to a senior manager about joining a crew today!

Sets - The crew that works to build our impressive sets. Meets 3 days a week

Scenic Arts (Paints) - The crew that paints our set and creates stunning visuals. Meet 2-3 days a week

Lights & Sound- The crew that designs the dazzling lighting and operates the sound during performances. Meets four days a week. All members of the lighting crew are required to be at every day of tech and hell week.

Costumes - The crew that sews and designs the intricate costumes our actors wear.

Props- The crew that makes and organizes all the props seen in our shows. Meets once a week.

Publicity - The crew that sets up the lawn signs, hangs posters, and creates promos that go out to publicize our shows.

Hair & Makeup - The crew that organizes the wigs and makeup that our actors use on stage.

Fundraising & Outreach - The crew that raises money and gets ads for the playbill.

Front of House - The crew that manages ushering for all our shows.

Photo - The crew that puts together the photo-boards.

Web - The crew that updates the official Players website and handles the Players archives.

Other Opportunities

The following require commitment and dedication. Usually must be at rehearsal 5 days a week.

Assistant Director (AD)- The student who assists Mr. Roth by taking notes, running rehearsals, and contributing to directing every show.

Stage Manager (SM) - The student who cues and calls the show during performances.

Assistant Stage Manager- Assistant to SM. Takes attendance and typically side manages shows.

Scene Shop Manager- The student who manages inventory and acts as a liaison between tech crews.

Production Assistant (s)- The students who run music and help ADs and SMs. Usually assigned to freshmen, being a P.A. is typically the first step to becoming an AD or SM.

Tech Hour Requirements

Staples Players prides itself on being a community of engaged, talented, hardworking theatre artists. While many actors strive for success on stage, we find it equally important for actors to experience the technical side of our productions. **All Students will need to complete a set number of Tech hours.**

Tech hours can be fulfilled through involvement on ANY Staples Players crew, including, but not limited to; Sets, Paints, Costumes, Web, Makeup & Hair, Sound, Fundraising & Outreach, Props, Publicity, etc.

The following table gives details as to the required number each student must complete and the way you can complete them.

	Freshman	Sophomore	Junior	Senior
Minimum Tech Hours Requirements	35	35	35	30

Mandatory Days for Cast	
Work Days	14 Total (7 at each day)
Strike	3 Total

Mandatory Specific Tech Hours	
Paints	MINIMUM of two paints work sessions.

Rehearsal Tech Hours	
Dance Captain	8 hours for the overall show process.
Understudy	For the overall show process, 8 hours for principals, 2 hours for minor roles.

Deductions	
Mandatory Paint Sessions	If one is to miss a mandatory paint session or costume fitting without alerting the appropriate Senior manager(s), they will be deducted one tech point.
Mandatory Costume Fittings	

Additions	
At a work day you **MUST** sign out with either VP Tech or the Stage Manager. If you do not, you will not receive tech hours.	If one is to be absent from a mandatory work day/strike you must inform VP Tech or the Stage manager at least 2 weeks in advance with exceptions to illness.

- Freshman crew assignments are posted in the Staples Players facebook group following crew day.
- A spreadsheet containing each cast member's tech points is posted in the Staples Players facebook group.
- Mandatory tech hours must be completed by strike of the show.
- Once strike has concluded, all tech hours are reverted back to zero for the next show process.

Mandatory Paints Hours:
Players members will be assigned to two sessions of painting in order to complete their mandatory paints hours. The attendance policy is similar to a normal rehearsal. Anyone who has a conflict should let the Senior Manager(s) of Paints know well in advance so that they can be rescheduled for another evening. Failure to show up and/or not give ample notification time will result in deduction of tech hours.

The tech requirements for the rest of the season will be determined by the Staples Players Officers and David Roth during each year.

Throughout the show(s), there will be check-ins to see if you have reached the tech hour goal for that time of the year. If you fail to do so, you will be notified immediately.

If you are not on the right track to complete your tech hours on time, you will be asked your plan to complete them. You will be held to this plan, especially if you do not finish your mandatory hours.

When going into tech work you must Sign in/ Sign out on the sign up sheet provided. If you do not sign in, you will not receive tech hours.

If one does not complete the required hours, he/she will no longer be a "Player in Good Standing". This means that they will not be able to audition for any future productions until their hours have been completed. This includes One Acts, which audition before the completion of the winter Main Stage. If a student does not complete their hours by the time the winter Main Stage is completed, they will not be allowed to participate in One Acts, even if they are already cast.

If a Player does not complete their hours in time to audition for the second show of the year, they should begin collecting their hours as soon as they can in order to audition for the third show of the year.

In some circumstances, a player may have completed MOST, but not ALL, of their hours in time for the next auditions. At this time, they may choose to petition the officers for the ability to audition. This requires filling out a contract, ensuring that he/she will not only complete their unfinished hours from the first show, but also will complete the additional hours for the third show. The Officers and David Roth will then decide if the student's petition will be accepted.

Tech Hour Petition to the Officers/Director

Name: _____
Grade: _____
Tech Hours Completed: _____
Tech Hours Required: _____
Petition to audition for:_____

Why were you unable to complete your tech hours?

_____
_____
_____
_____
_____
_____

If your petition is accepted, how do you plan on completing your tech hours? (what crews do you plan on working on, etc)

_____
_____
_____
_____
_____
_____

I, _____, understand that if my petition is accepted, I must complete the _____ hours that I did not complete for the last show, in addition to completing the required _____ hours for the next production.

Signature of Player: _____

Signature of Director: _____

Theatre Ethics

➢ Do not touch any prop that is not yours. Always return props from whence they came or to a spot assigned by the props master.
➢ Remember that any noise off stage right or left can be heard by people on stage and often by the audience as well. This disturbs concentration and spoils the suspension of the audience's disbelief. Do not talk!
➢ Do not bother actors who are getting into character, especially prior to an entrance. You risk breaking their concentration and throwing them off.
➢ Do not eat in costume. Be sure to return your costume at the end of a show in the same condition you received it in. At the end of each performance, return your costume neatly to the proper rack. If a costume piece is lost, then it is your responsibility to find it. Without certain costume pieces, one might not be able to go onstage for a particular scene. Keep track of your costumes and keep them in good condition!
➢ Always listen to the side managers, stage managers, and other backstage crew members.
➢ Be on time and ready to every rehearsal.
➢ Treat one another as a family. Respect differences and work for the total effect of the show.
➢ Always listen to technicians in their workspace, they are looking out for your safety as well as the productivity of their crew.

Forms

There are 2 main forms that are filled out by Players during the rehearsal process:

1. Character Bios
2. Road Maps

Character Bios are forms that all members of the cast are required to fill out. They are an analysis of each individual's character, and are extremely helpful once you get on stage. A due date will be assigned by the Assistant Director(s) towards the beginning of the rehearsal process. Cast members will be required to complete the form electronically within a week. They are required of every cast member in every production throughout the school year.

Pre-Show Attire

There are a few days towards the end of a rehearsal process where members of the cast and crew are asked to dress in certain attire. Two days prior to any show, all members of Staples Players are required to wear logo wear to show support for their peers. During the school day before the preview, students are asked to wear their purchased show T-Shirts in order to promote the show to the rest of the student body. During the school day before a performance, students are asked to dress up in nice attire (boys wear a shirt and tie, some wear jackets and suits, girls wear skirts or dresses).

Strike

After the closing night performance of every show, a partial set strike will commence. All members of the cast and crew will be assigned jobs which must be completed before the location of the cast party is disclosed. **Participation in this strike is mandatory**. Certain crews have jobs that must be completed before this partial strike is finished. These include:

- The **Clear-Com** system must be completely dismantled and stored neatly in Zeighan's office (**Sound**)
- All **followspot sights** must be removed from followspots and stored neatly in Zeighan's office (**Lighting)**
- All rented equipment must be dismantled and fully prepared for return.
- All props must be returned to the props room. **(Props)**
- All costume pieces must be organized and put away. **(Costumes)**

A few days after a production has closed, another strike will commence to finish dismantling the set.

Cast Parties

Cast parties are a tradition after the final performance of main stage and studio theatre productions. They celebrate a job well done with food, friends and laughter!

Please note that **Staples Players does NOT sponsor these activities and therefore Staples High School is not connected to them**. **We do not participate in the organizing or the supervising of these parties.**

While the celebration of the culmination of a production is a deserved reward, students and chaperones should remember that underage drinking and the usage and possession of drugs is illegal and could result in arrest. There are no reports of this happening at a Staples Players cast party, but we still feel the need to fully disclose to parents the fact that these are celebrations planned and executed entirely by students.

Cast parties are on closing night, after a partial strike of the set following the final performance. They typically start very late, but only last for an hour or two. Cast parties are held at the home of a volunteer cast or crew member.

The Officers of Staples Players will be completely in charge of set up and clean up for the party. They will supply any food or supplies needed. They know that is what is expected of them and are accustomed to performing those tasks.

The Officers of Staples Players work hard to ensure success of Staples Players events, both on and off stage. Officers will do their best to make sure the party is responsibly run, but they can't do it alone. All members of Staples Players are expected to obey the Staples Players Code of Conduct.

Code of Conduct

STAPLES PLAYERS CODE OF CONDUCT CONTRACT

Staples High School

As a member of Staples Players, I understand that my participation in this organization is a *privilege* and a *commitment*. I am dedicated to keeping myself in the best physical condition possible in order to perform to the best of my ability and to contribute to the success of the organization.

The following rules are in effect during the entire school year.
Reminder: this is a 24-hour rule that includes beyond the school day and applies both on and off campus.

Members of Staples Players are prohibited from the following:
1. Possession, sale and/or use of tobacco products on campus
2. Possession, sale and/or use of alcohol
3. Possession, sale and/or use of illegal drugs
4. Knowingly hosting an event in which alcohol/drugs are used

I also know that in addition to refraining from use of or possession of drugs and alcohol, it is expected that I conduct myself at all times in a manner which reflects positively on our organization and school community.

By signing this code of conduct contract I acknowledge the fact that, as a member of Staples Players, my violation of any of these rules will result in the prescribed 'results' (next page) as installed by the Director of Staples Players. I have read and understand this code of conduct.

SIGNATURE OF PLAYER_____

DATE_____

STUDENT NAME (print)_____

GRADE_____

For Parents: We have read and we understand this contract and we have discussed it with our son/daughter. We recognize our responsibility in ensuring that our son/daughter abides by the provisions of this agreement.

SIGNATURE OF PARENT/GUARDIAN_____

DATE_____

PRINT NAME OF PARENT/GUARDIAN_____

Results

When a violation of this code of conduct during this season is reported and verified by the Director of Staples Players and/or the administration of Staples High School, the following process will occur. The regular school and legal disciplinary policies and procedures supersede this contract. When those disciplinary procedures have been completed, the provisions of this contract will commence.

FIRST OFFENSE:

The player in question will have a meeting with the Director of Staples Players and/or the officers of Players.

A. If the student admits to the violation in this meeting, he/she will be put on probation and will serve the equivalent of five practices (15 hours) with the Director of Staples Players.

B. If the student does NOT admit to a violation but it is subsequently shown or admitted that a violation did occur the rules for the second offense will commence.

SECOND OFFENSE:

If a second violation occurs, the student will be punished with suspension from Staples Players for the remainder of the semester. The student will not be allowed to participate in Staples Players events, including – but not limited to – shows, trips, and Players functions. A player may be reinstated if he/she meets with the Director of Staples Players to review a correctional path for him/herself.

In cases of severe behavioral or criminal infractions including but not limited to student arrest both on and off campus, the administration of Staples High School reserves the right to exclude a student from participation in Staples Players for at least a portion of the remainder of the current production. In more serious incidents, the exclusion may carry over into the next season/school year.

As with alcohol, tobacco or drug use or possession, the student will be granted to due process rights, and the administration will conduct a thorough investigation of any allegation or incident.

In order to be an active member of *any* theater organization one must remain in top physical condition. Alcohol, tobacco and illegal drugs seriously affect the user's physical condition. Before you think about taking part in any actions that are in violation of this code of conduct remember that **you are hurting yourself more than anyone else.**

Responsibilities of Players' Officers

Officers are elected by their peers based on leadership qualities and dedication to the organization. Elections occur in late May and the new officers are sworn into office at the end of the school year. While most officers serve during their senior year, it is possible for a junior to hold the secretarial or VP Tech position.

These officers participate at all levels of decision making: setting goals, solving problems, determining studio theatre productions, planning events and serving as role models.

Each officer is in charge of overseeing a few technical crews. The officers often act as a liaison between the director and senior managers. Officers must ensure that student senior managers meet deadlines and complete tasks.

The responsibility of these officers is to work closely with the directors of the organization. Keeping lines of communication open is a major part of their responsibility. They must promote a good attitude and set a positive example for the students.

Officers are required to participate fully in shows during **every season** of the year that that they serve as an officer. They are required to be in attendance at least three full days a week (9 hours) or more during each show for all seasons..

President: The President of Staples Players must oversee all aspects of the organization. This includes actors, technicians, parents, and new members. The President must facilitate communication between crews and the Director of Staples Players, David Roth. Furthermore, the President is responsible for reaching out to new members of Staples Players and welcoming them to the organization. Communicating with the wide array of Players parent volunteers is a vital task of the President. Most importantly, the President serves as a peer whom any member of Staples Players can ask questions, voice concerns and suggest ideas.

Vice-President of Acting: The VP of Acting upholds fairly similar tasks of those of the President. First and foremost, the Vice President is in constant communication with the other officers, Parent Boosters, Directors and oversees several crews. In addition, VP Acting is always willing to come into contact with new or old students, unfamiliar faces, and answer the questions of anyone no matter how much older or younger they may be. They always work together well as a group, and are the kind face that people feel comfortable going to with concerns they want expressed to others a part of the production. VP Acting is well organized, easily reachable, and significantly easy to talk with.

Vice-President of Tech: They are in regular communication with the director and the technical Director of Players. They concern themselves with all technical areas of production: design, construction, lighting, sound, and scenic arts. They act as consultants for all studio theatre productions. Additionally, the newly elected VP Techs are charged with creating lines of communication with eighth graders interested in technical theater. This includes planning an "incoming freshman event" and making themselves accessible to eighth graders. A secure knowledge of tech, responsible nature, approachable personality, and a good attitude are the requirements one must meet in order to fill this position. Requirements: In order to serve as or run for VP Tech you must have held the position of Crew Head, Senior Manager or Stage Manager for a Staples Players production.

Secretary: The primary job of the Secretary is to record minutes at all officer meetings. They create agendas for each officer meeting and general Players meetings. They are in charge of program coordination, including assembling the names of cast and crew members, and create programs for all studio productions and the one-act play festival. The secretary keeps an

inventory of the shelf of supplies in Mr. Roth's office and makes sure the supplies are always organized and well stocked. They assist with the tasks of any of the other officers as necessary and keep Players organized down to the last file.

Responsibilities of Assistant Directors

The role of the Assistant Director is to keep everything at rehearsals and performances on schedule and running smoothly. It is a very important job that requires someone who is focused, organized, dedicated, responsible, and creative. They are at every single rehearsal and performance. Before a show, the assistant director is responsible for copying the script and/or music for callbacks and rehearsal. They also must complete a scene breakdown and outlined rehearsal schedule for the director. The assistant director is in auditions, callbacks, and casting for a second opinion and to keep everyone organized. The assistant director is also responsible for handling character bios and making sure every cast member hands one in (see above). During rehearsals, they help block scenes and take notes for the director. They may run some rehearsals by his or herself to review a scene or do character work. Before a show, the assistant director handles dinner order forms. During performances, the assistant director will take his or her own notes as well as notes for the director. They also type up the notes (sorted by actor) to give out the next morning.

Responsibilities of Stage Managers

The Stage Manager ensures that everything is running smoothly at all times. They do what the director, co-director, choreographer, vocal director, actors, and technicians need done. One of the many things a stage manager does is to make sure that everyone is on time, not being disruptive, and obeying the person in charge (sometimes that person being themselves). They are also in charge of getting the stage swept and prepared for what the rehearsal calls for that day. They are responsible for checking in and making sure that all of the crews are staying on task and finishing on time. For rehearsal they tape out the stage(s). During tech week, they put together a run crew, which is a group of strong, responsible people that will move the sets during blackouts. As for the actual shows, they flash and dim the lights at the beginning and during the intermission of the show. They call the lights and shifts (including those the fly gallery), and if there's any trouble backstage, they tell the people responsible for backstage how to deal with it. After the show, they help direct strike and get prepared for the next show.

The role of the Assistant Stage Manager is basically the same as the Stage Manager's. He/she has many responsibilities ranging from making copies, to playing music for dance rehearsals, to writing blocking and much more. Not only does the Assistant Stage Manager work heavily involved on main productions, they also have the chance to stage manage their own Studio Productions; during which a student can learn how to run their own rehearsals, manage a cast, and call a show on their own on a smaller scale.

Responsibilities of Scene Shop Manager

- Attendance
  - take attendance (of anyone working in the workroom) at the beginning of each crew call
  - if someone can't come then they let you know
  - try to enforce commitment with members of tech (dependability)
- Time management
  - let tech director know when there is only a half hour of time left in work
  - make people clean up
- Shop management
  - take inventory
  - let tech director know when supplies need to be restocked
  - have an overall idea of what the entire set is and the sub-projects necessary to build it
  - help dictate jobs to people based on what jobs need to be done
  - act as a liaison to other crews that tech needs to work with (master carpenter, stage manager, props, paints, lighting and sound)

STAPLES PLAYERS OFFICER CONTRACT

I understand that being an Officer for Staples Players is a huge commitment. As an Officer I will attend all meetings and uphold the duties I am assigned. I know that I will sometimes need to put being a leader ahead of my social wants.

I agree that I will participate fully in shows during **every season** of the year that I serve as an officer. I also understand that I am required to be in attendance at least three full days a week (9 hours) or more during each show for all seasons. I understand that failure to participate fully in any season means that I will forfeit my officer position.

Please think hard before signing this contract. Discuss this commitment seriously with your parents to make sure they understand the responsibilities you are committing to.

I agree to allow my child, _____, accept a position as a Staples Players officer if he or she is elected to this post.

_____ _____

PARENT'S NAME PARENT'S SIGNATURE

I agree to uphold all responsibilities of being a Staples Players officer,

_____ _____

STUDENT'S NAME STUDENT'S SIGNATURE

For More Information…

For Ticket Sales, Rehearsal Schedules, Cast Lists, Callback Lists, and all other important information can be found at www.staplesplayers.com!

For rehearsal and production photographs:
http://kerrylongphotography.zenfolio.com/

Staples Players Costume Rental:
http://staplesplayerscostumes.weebly.com/

For current, up-to-date Staples Players information:
http://currentplayers.weebly.com

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