

MIS Drama Club CREW Audition Packet

Students,

Thank you for your interest in MIS Drama Club as a prospective member of CREW for the production of *Bestest Bedtime Stories (As Told by Our Grandpa) (He's Silly)*. Please be aware that students auditioning for MIS Drama Club must choose either CAST or CREW; students who do not make the CAST may not join CREW as an alternative and vice versa. This informational sheet should be read together by you and your parents/guardians. If you are still interested, you will need to pick up the MIS Drama Club CREW Audition Packet. ***Packets will be available during lunch periods on Tuesday, Wednesday, & Thursday, December 10, 11, & 12. They will be located outside the OFFICE on a display table.***

Twenty-six (26) Crew members will be selected on the following criteria:

1. The audition packet (*see 1-3 below*) is neatly completed correctly and submitted to the student's Homeroom teacher by the due date (December 20th, 2019).
2. Teacher recommendations – scores and comments.
3. Available positions in CREW

A completed audition packet will contain:

1. Completed *Student Information Form*.
2. Two (2) *Signatures* from MIS teachers
3. Completed *Permission Form* signed in ink by both student & legal guardian.

CREW Positions, Number of Positions to be filled, Description, Duration of attendance. Please be aware that managers of each crew department will report to every rehearsal:

- **Stage Crew Manager and Assistant Stage Manager-** Reports directly to cast director, manages entire running crew, assists with lines (Practice starts immediately)
- **Running Crew-** Make sure that actors get on stage at the proper time, in charge of a specific group of actors, make sure curtains stay shut (Practice starts early to mid February)
- **Sound Crew-** operates and labels soundboard/runs laptop for sound cues and labels microphones (Practice starts mid February)
- **Lighting Crew-** Operates light board and helps with design (Practice starts early March)
- **Props Crew-** In charge of certain props for actors, makes sure they are put in proper spots on stage and behind stage (Start early to mid February before performance)
- **Scene Crew-** Help create sets, help with scene changes (Start mid to late February)

- **Costume Crew-** Collaborates with director on costume ideas, keeps all costumes in order, distributes costumes on dress rehearsals and performance days (Starts early March)
- **Hair and Makeup Crew-** Collaborate with director on hair and makeup ideas/ helps apply hair and makeup on performance dates (Starts early March)
- **Advertising Crew-**Helps design program and flyers, distributes flyers (Starts late February)
- **Ushers-** Greet guests, collect donations on night of performance, help find seats for guests (Starts one week before performance)

Practices will generally be held on Mondays & Wednesdays from 2:30-4:30 in the MIS Commons. **Please, see attached schedule for there are some weeks with MIS event conflicts where practice dates may change.** Students will report to the Commons at dismissal and attendance will be taken. They will then have a quiet 25 minute period to have a peanut-free snack and/or study before reporting to the stage to be ready to rehearse the play at 3:00. 5th grade students involved in band or choir will join us at 3:30. Participating students are required to have reliable transportation arrive promptly by 4:30 P.M. for pick-up. Students whose rides arrive 10 minutes or more after practice ends will be dismissed from Drama Club if it occurs a second time.

Involvement in Drama Club is intended to be an enriching and enjoyable experience. Like any other MIS club or sport, this is a school activity, so all participants are expected to follow the three Rs and be Respectful, Responsible, and Ready. As stated in the handbook those on the wrestling and volleyball team are not allowed to audition for cast or crew. Drama Club is a team activity and students are expected to be reliable and do their best to create a fantastic production of *Bestest Bedtime Stories (as Told by our Grandpa) (He's Silly)*.

An informational meeting will be held for parents and guardians in January after Cast and Crew members have been selected. Please direct any questions to Ms. Allison: aallison@min201.org or visit misdramaclub.weebly.com

MIS Drama Club CREW Parent Permission Form

AUDITION PACKET

This completed form must be turned in to student's homeroom teacher by Friday, December 20th, 2019.

Student Name: _____ Grade: _____ Homeroom Teacher: _____

Spring Co-Curricular Activities:

Student Cell phone #: _____ (if you have one)

Parent/Guardian Name(s): _____

Parent/Guardian Phone Cell phone#(s): _____

Babysitter Name & Cell Phone #: _____ (if any)

I, _____, agree to and understand the following:

- I am the legal guardian of _____ and give my permission for my child named above to participate in MIS Drama Club.
- MIS Drama Club practice will take place in the MIS Commons area immediately after school on scheduled days until 4:30 pm. *In the event inclement weather prompts the cancellation of all after-school activities, students will be instructed to go home at dismissal (following their regular dismissal routines).*
- I will pick up my child in the teacher parking lot at 4:30 on scheduled rehearsal days or make arrangements for alternate transportation when I am unable to pick up my child. Students whose transportation is excessively late one time will be released from Drama Club. ****Please see attached map and keep for reference. ****
- Scheduled times for each Crew job will be distributed to students, who are responsible for taking notes home to parents/guardians. Information will also be posted on the Drama Club page at: misdramaclub.weebly.com
- Drama Club is a school activity and participation is a commitment to be taken seriously. Regular attendance at scheduled times is required, as is appropriate behavior. Students will receive only one (1) behavior warning; additional misbehavior results in dismissal from Drama Club.
- Not all students selected to participate in MIS Drama Club for crew will be placed in the job of their choosing due to the limited need for students in these capacities. Students will be picked based upon their audition packet and teacher recommendations.
- If I need additional information, I will contact Ms. Allison at aallison@min201.org.

Parent/Guardian Signature

Date

Student Signature

Date

MIS Drama Club CREW Student Information

AUDITION PACKET

This completed form and the parent permission form must be turned in to your homeroom teacher by Friday, December 20th, 2019.

Student Name: _____ Grade: _____ Homeroom Teacher: _____

Are you involved in other co-curricular activities that will prevent you from attending all required practices or the performances? Yes No

If yes, what are they and when are the practices/games/meets/performances?

Please choose the two CREW positions in which you are most interested. Rank those two positions by placing a 1 (first choice) and 2 (second choice) on the line next to your choices.

- _____ **Stage Crew and Running Crew**- Make sure that actors get on stage at the proper time, in charge of a specific group of actors, make sure curtains stay shut (Practice starts early to mid February)
- _____ **Sound Crew** - operates and labels soundboard/runs laptop for sound cues and labels microphones (Practice starts mid February)
- _____ **Lighting Crew**- Operates light board and helps with design (Practice starts early March)
- _____ **Props Crew**- In charge of certain props for actors, makes sure they are put in proper spots on stage and behind stage (Start early to mid February)
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*****PLEASE ANSWER THE QUESTIONS ON THE BACK SIDE OF THIS SHEET.*****

Please answer the following questions the best that you can. Also, please remember to use your best handwriting! 😊

Why do you want to participate in MIS Drama Club as a CREW member?

If chosen for a CREW position, would you be interested in a *manager* position (someone who is in charge of a small group)? If YES, why do you believe that you should be a manager for CREW? Please be aware that all manager positions will need to attend every rehearsal.

Dear Colleague,

Thank you for taking the time to complete the Google form for your student named below who is auditioning for a position in MIS Drama Club CREW. S/he is responsible for obtaining your signature once the Google form is complete and returning it to the main office as part of the **MIS Drama Club CREW Audition Packet**.

MIS Teacher Signatures Form

Student Name: _____

Grade: _____

This certifies that the two teachers below have completed the Teacher Referral Google form **BEFORE** signing this sheet.

MIS Teacher 1 Signature: _____

MIS Teacher 2 Signature: _____

MIS Drama Club Dismissal Procedures

In an effort to decrease potential traffic congestion caused by the simultaneous dismissal of Drama Club & other after-school activities, Drama Club students will be dismissed from the back of the building to the teacher parking lot. **Students will dismiss at 4:30 pm on scheduled rehearsal days from Door 17** on the northeast corner of the building & proceed to the designated pick-up location as diagrammed below. Please inform alternate transportation providers to pick students up in back parking lot. Thank you.

SAVE THIS SHEET.

