

General Run Crew Contract

"We must learn to live together as brothers or perish together as fools."
-Martin Luther King Jr.

Specific Run Crew Positions

- Deck Electrician
- Light Board Operator
- Projectionist
- Properties Run Crew
- Sound Board Operator
- Wardrobe

Rehearsal Period

- Attend a crew watch.
- Stage management will inform you of when you need to come to rehearsals.
- Come to the theatre to practice your duties on your own time.

Technical and Dress Rehearsals

- Attend all technical and dress rehearsals.
 - Sign-in sheet on the callboard. Initial in the appropriate box.
- If your designer comes to you in the middle of the rehearsal and asks you to make an adjustment, do so to the best of your ability.
 - If this adjustment is in conflict with what the stage manager has told you...
 - If your designer is a faculty member: inform the stage manager of the adjustment and then proceed to perform it.
 - If your designer is a student: inform the stage manager and then follow the stage manager's decision.
- Make any adjustments based on notes given to you by the stage manager and designers.
 - If you receive a note that you think that the stage manager does not know about, tell him/her.

Headset

- Be courteous and respectful while on headset.
 - You can never be sure who is listening.
- Speak clearly and quietly into the headset.
- Enunciation will help you to be heard while speaking quietly.
- All running crew members should take their cues on the word "go" and, more specifically, on the "guh" sound of that word.
- The Stage Manager will use the names of various running crew departments in their calling, such as "Lights", "Sound", etc.
- The stage manager will talk-through any difficult sequences of cues before they happen.
- Stage management will issue a "Warning" one page ahead of the cue in question.
 - After hearing a "Warning" you should be preparing for the upcoming cue in whatever way necessary.
- Stage management will issue a "Standby" anywhere from a few lines to a paragraph or two

ahead of the cue.

- After hearing a “Standby,” you should respond by repeating your department's name and say “Standing by.” Additionally, you should be ready to activate the cue at a moment's notice. A board operator should hang his/her finger above and back from the “Go” button so he/she can hit it in a single motion. A spotlight operator should have his/her hand on the dowser ready to pull it as soon as the “Go” is called.
- Example of a cuing call: *“Warning Lights 40, and Sound 2... Standby Lights 40 and Sound 2... Lights Standing By... Sound Standing By... Lights 40 GO... Sound 2 GO”*
- Keep headset chatter to a minimum.
 - The only conversations that should occur should be those informing the stage manager of a particular situation.
 - When the stage manager calls a “Warning” conversations should wrap up or pause.
 - When the stage manager calls a “Standby” conversations should halt.
 - Do not antagonize or harass others over headset.
- You are responsible for your headset and its proper use.
 - Do not drop it, drag it across the floor, or otherwise abuse this very expensive piece of equipment.
 - Do not let anyone that is a non-crewmember use your headset.
 - The only exception to this rule is if the stage manager asks you to put somebody else on.
- When the stage manager is speaking do not interrupt them.
- Do not play with the signal button on your headset.
- Do not leave your headset on when you are not speaking.
- Do not leave your headset without notifying the stage manager and receiving a response from him/her.
- Make sure to check your headset prior to house opening every night.
 - Should a headset microphone or talk button fail during the running of a show, tell the stage manager at the earliest opportunity and in the meantime, use the signal button located on your headset pack to give yes and no responses.
 - One “long” blink is No.
 - Two “short” blinks would be Yes.
- If you need to get a hold of the stage manager during a standby, you should say their name and then wait for them to say, “Hold” or “Go on”. Sometimes, even in a standby, there is enough time to quickly deal with a question or a comment. Keep your comments short and to the point. Do not apologize, or make excuses, or otherwise waste precious time with unimportant details. Keep to the pertinent facts so that the stage manager can quickly assess and respond.

Performance

- As you complete your preshow duties, sign off on them on the preshow checklist. This, along with the intermission and post show checklists, is located on the call board.
- Attend every performance.
- Attend strike; and unless otherwise informed, you have no specific strike assignment.

General Technician

All students working on a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

Name: _____

Phone #: _____

Email: _____

Production: _____

Specific Position: _____

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am a volunteer.

I am in an Independent Study class. Name the class _____

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

Signature: _____ Date: _____