

*Thank you for participating in the High School Musical.  
There are few things that you will need to know about  
Tech Crew Requirements*

**When:** February 5, 2024

**Where:** Trivium Prep Stage

**What:** Come with your application packet filled out

**Time:** 3:30 pm-5:30 pm

Turn in this application as soon as possible to Mrs. MacLeod

*Application Check Sheet*

<b>Completed</b>	<b>Item</b>
Pg. 1	Biography Done
Pg. 2	Academic Conduct Contract Signed by Parent/ Guardian
	Academic Conduct Contract Signed by Self
	Academic Conduct Contract Signed by All Teachers
Pg. 3	Calendar Signed by Parent/ Guardian
	Calendar Signed by Self
Pg. 4	Show Conduct Contract Signed by Parent/ Guardian
	Show Conduct Contract Signed by Self
Pg. 5-6	Tech Crew Application
	Completed Packet Dated and Sign Paperwork

\_\_\_\_\_  
**Date Turned In**  
\_\_\_\_\_

\_\_\_\_\_  
**Mrs. MacLeod**  
\_\_\_\_\_

## Tech Crew Application

### *Biography*

Every production in which you participate we try to give you a space in which you may identify what you have done within the expanse of your theatrical career. Your biography can also include acknowledgments, thanks, and dedications. The biography is to be professional and written in third person. Be sure not to exceed 100 words. Below is an example of what you will need to have written and prepared.

**EXAMPLE:** Andrea MacLeod has been participating in theatre since she was five years old. Some of her favorite roles include, but are not limited to *Anne Frank* from *The Diary of Anne Frank* and *Juliet* from *Romeo and Juliet*. This will be her debut on the Trivium Prep stage. She would like to thank her family and friends for their loving support. She would like to dedicate this performance to her four children and devoted husband.

<b>First &amp; Last Name</b>	
<b>Class (Jr., Sr., etc.)</b>	
<b>Biography</b>	

*Tech Crew Application*

*Academic Conduct Contract*

All students are required to maintain a minimum of a 2.5 GPA. This is a ‘C’ average. Please make sure that you attain the most recent grade and signature from your teachers.

<i>Period</i>	<i>Grade</i>	<i>Comments</i>	<i>Signature</i>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			

**I understand that I am being held to a higher level of academic standards. The after school musical is extra curricular. I understand that my first obligation is to my education because I am a Student Performer. It is to that end that if I do not maintain a ‘C’ average I may be discharged from the after school musical until I am able to attain this grade average.**

**Student Signature X** \_\_\_\_\_

**I understand that my child is being held to a higher level of academic standards. The after school musical is extra curricular that is viewed as a privilege. This privilege is maintained as staying focused as a Student Performer.**

**Guardian Signature X** \_\_\_\_\_

## Tech Crew Application

### *Calendar Agreement*

I understand that missing rehearsals can jeopardize the theatrical production and will do my best to try and minimize how many rehearsals are missed. Continual absences on behalf of the student may result in dismissal from the cast. Rehearsals are not held on Wednesdays in order to ensure that students may have one day a week available to conduct assorted business.

**Student Signature** X\_\_\_\_\_

<i>February</i>	<i>Reason for Absence</i>
<i>March</i>	
<i>April</i>	

Above are the scheduling conflicts for my student. Please excuse my student from the dates listed.

**Guardian Signature** X\_\_\_\_\_

## Tech Crew Application

Dear Parent or Guardian,

\_\_\_\_\_ is participating in the Middle School Musical at Trivium Prep. Students have received a schedule for the rehearsals and the production nights. I encourage students to go directly home after rehearsals so as not to hinder the individual's school work, rehearsal performance, and any other extra curricular activities. Rehearsals are scheduled to start at 3:30pm and will end by 5:30pm.

### REASONS FOR ELIMINATION FROM CAST

1. Misconduct in the auditorium
2. Misuse of the auditorium equipment
3. One unexcused absences from rehearsal
4. Three unexcused tardies from rehearsal
5. Use of illegal drugs, alcohol, and/or tobacco products on campus or any school event
6. Any infraction of school rules
7. Discipline problems during rehearsals
8. Not adhering to off-book schedule
9. Student's grades drop below a 'C' (3)

The students are aware of these rules, and they will be strictly enforced.

**Students are NOT allowed more than three excused absences from rehearsals. In order to be excused from rehearsal you must notify Mrs. MacLeod IN WRITING at least 2 days in advance. If the student is sick that day please email Mrs. MacLeod through Jupiter. If the student has not been at school that day, they will not be allowed in rehearsal.**

Your son/daughter has committed his/her self to this production. This commitment is not to be taken lightly and should be looked at as a step in the direction of adult responsibility. If any problems arise, please feel free to contact me so that we may work things out, and your son/daughter will be able to fulfill their responsibility to this show and their peers. Please sign this letter and return it with your son/daughter as soon as possible. Thank you for your support. I look forward to working with your child and seeing you at our show.

Sincerely,

Andrea L. MacLeod  
Musical Director  
amacleod@triviumprep.org

Student Signature X \_\_\_\_\_

Guardian Signature X \_\_\_\_\_

# Tech Crew Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Extra Curricular Activities: \_\_\_\_\_

\_\_\_\_\_

Availability: Only place an **X** in a square you are **NOT** available.

<i>Time</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>3-4 pm</i>					
<i>4-5 pm</i>					
<i>5-6 pm</i>					
<i>6-7 pm</i>					

Are there any specific dates you know you will not be available? Be specific.  
(ie. Sporting Events, Family Gatherings, Church Commitments, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Hobbies and Special Skills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Musical Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In **ONE** word describe your work ethic: \_\_\_\_\_

Tell me why you should be placed on crew. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why do you want to participate in this year's Musical? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is your locker number? \_\_\_\_\_

Where is your locker located?

High School  
Hallway

Upstairs Middle  
School Hallway

Downstairs Middle  
School Hallway

## Tech Crew Application

Dear Musical Theatre Families,

Trivium Prep Musical Theatre has created social media accounts to try and boost our publicity. We'd love to show parents what their kids are up to during rehearsal to help build excitement for our upcoming show!

Please select below whether or not you give permission for \_\_\_\_\_  
(student's name)  
pictures / videos to be posted to the following social media accounts.

Please check all that apply:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ @trivium\_prep\_theatre (Instagram Account)

\_\_\_\_\_ Trivium Prep Musical Theatre (Facebook Page)

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Student Name (full): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Tech Crew Application

**Stage Management** main responsibility is to assist the director with organization, space set up, and managing actors and technicians as needed. See Mrs. MacLeod for further information.

**House Crew** chief responsibility is to meet the public as ushers and ticket takers, to ensure the safety and security of our patrons and to act as tactful ambassadors of goodwill to the public attending performances.

**Publicity Crew** works with the Director and production team. Designs, makes, copies, distributes, posts all advertisement materials for the show including programs, posters, flyers, shirts, etc.

**Dramaturgs** are experts in the study of plays, musicals, or operas. It is their job to provide the cast and crew with vital knowledge, research, and interpretation about the theatrical work in question so that they are—in turn—better equipped to do their jobs. This research also helps the house and publicity crews better serve the production.

**Props Crew** is responsible for acquiring, building, maintaining and running the props for a production under the supervision of the Props Master.

**Costume Crew** are responsible for helping to create the costume design for the show with the guidance of the crew heads and tech director. During the production they assist actors in changing costumes, keeping track of costume pieces, and maintaining and cleaning the costumes after each performance.

**Light Crew** set ups, programs, monitors, and operates lighting equipment to enhance events and performances. This also includes the operation of the spotlight during the performance.

**Sound Crew** set ups, programs, monitors, and operates sound equipment to enhance events and performances. This also includes any mic transitions that happen during the performance.

**Hair/ Make-Up Crew** duties may include applying make-up, styling hair, assisting with keeping the make-up area and application tools clean and in good working order, assisting with any make-up and or hair/wig changes during the show and any other make-up related needs of the show.

**Set Construction** building the scenery for the performance of a play in a theatre. This will involve the use of different equipment and tools.

**Paint Crew** is responsible for painting all of the scenery for the production. Paint crew answers to the Technical Director.

**Student Choreographer** create dance routines that work with the music and lyrics of a production or performance under the direction of the Director of Choreography

\*crew responsibilities list gathered from different sources.  
not fully written by Mrs. MacLeod

In what areas are you interested in working on this show? Check **ALL** that apply:

- |  |                                |  |
|--|--------------------------------|--|
| <input type="checkbox"/> Stage Manager | <input type="checkbox"/> House | <input type="checkbox"/> Publicity             |
| <input type="checkbox"/> Dramaturgy    | <input type="checkbox"/> Props | <input type="checkbox"/> Costumes              |
| <input type="checkbox"/> Lighting      | <input type="checkbox"/> Sound | <input type="checkbox"/> Make-up               |
| <input type="checkbox"/> Set           | <input type="checkbox"/> Hair  | <input type="checkbox"/> Student Choreographer |