

Guys & Dolls

Crew Availability Form & Instructions

Please print*(as a ONE-SIDED document) and complete the availability forms on the last two pages of this document, following the instructions exactly. The form must be signed by the student who is auditioning AND a parent/guardian. This form can also be found on the theatre website: www.xaviertheatre.com

Important information:

The start/end times noted on the calendar indicate the beginning/end time of the rehearsal and do not necessarily include prep time such as set up and closing procedures. We try to be as respectful as possible of everyone's time but parents and students should understand that there may be times (especially as we approach show opening) when a student may not be walking out the door at the exact ending time stated on this form.

Please note that THE LITTLE MERMAID at the PAC and shows at other schools are playing the week before GUYS AND DOLLS opens. Since attendance at rehearsal during the final two weeks before opening is mandatory, you may need to change your tickets for these shows to an alternate date. Attending Saturday or Sunday evening performances should not conflict with our rehearsals. By signing this document, you agree to comply with this requirement.

Although it is not possible to predict every circumstance that may arise as a conflict, your commitment to the show is important to the safety, group spirit and quality of the experience for the company and the audience. Therefore, as stated in the parent form, the expectation is that, except in cases of serious circumstances, such as a death in the family, you will make attendance at rehearsal a priority.

All participants are expected to treat each other with respect and maintain an atmosphere of support. This cannot happen when team members are missing. Please feel free to discuss any potential conflicts with a stage manager or Mr. Romenesko but please understand that failure to attend rehearsals for any reason is cause for either a reduction in the level of the student's participation or dismissal from the production.

Finally, I want to say that I do realize that all this paperwork may seem to be a bit much. However, everything in the required forms is based on a past experience with misunderstanding or disregard for the policies of the program. The intent here is to thoroughly communicate the level of commitment expected of all involved. Producing shows of the quality we're known for is truly a positive, worthwhile experience but everyone must be on board to ensure that experience is shared by all involved. Thank you for understanding.

By signing below, I acknowledge that I understand and agree to abide by the policies stated above and in the audition form and other information presented to me regarding participation in the production

Student Signature

Parent Signature

PRINT, SIGN & RETURN THIS ENTIRE PAGE WITH YOUR FORMS!!!

Calendar Instructions

Note: Your availability for rehearsals is extremely important. Please ensure that the information you provide in the calendar is **complete and accurate**. Discuss the time commitment and any possible scheduling conflicts as a family to ensure that the information you supply is complete. Failure to meet time commitments may result in being dismissed from the crew.

Please read instructions carefully and follow the directions exactly.

As we approach opening day (for approximately two weeks before the first performance), all technicians will be required to attend the full rehearsal time for run-through and dress rehearsals.

Print the pages for October and November and indicate your conflicts on the availability as directed below. **Print all notes clearly and legibly.**

Indicate conflicts by placing a **RED "X"** on any **date/time** in which you have a conflict. If you are available for part of the rehearsal, place an **"X"** on the date and write an explanation in the box. For example: if you have a doctor's appointment October 27th but would be returning by 4:30, you should note it as follows:

10 X 3:30 – 6:30 <i>Dr. Appt.: Back at 4:30</i>
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DO NOT mark the box with an "X", and then write "can be changed if necessary." If it is possible to change a known conflict, plan on changing it to avoid missing any part of rehearsal. If it can and will be changed, you may simply not mark it. The more conflicts you indicate, the less likely it is that you will be cast.

Some activities that may conflict with rehearsals include:

- *Dance and Drill Tryout Prep and Auditions
- Confirmation Classes
- ACT Testing
- College Visits
- International Club Events
- Dance and Drill Open Gym
- Cheerleading practices and games
- Family Trips
- Dr. Appointments (your parents know them beforehand)
- Service Projects (that your parents signed you up for – parish festivals, etc.)
- Sports events and Practices outside of normal practice times
- Birthday dinners – etc. For you and other family members
- Tutoring
- Music Lessons
- Math League
- *Mock Trial Auditions and practices
- Work Schedules that cannot be adjusted.
- Spring Green / American Players trip for English class
- WSMA/State Music Festival events
- Lawrence Jazz Fest
- Marquette String Festival
- Performances at the Fox Cities PAC and other venues

*Students should provide the coach with your rehearsal calendar to avoid conflicts with your rehearsal commitments.

Please print & complete the availability forms on the next two pages. You must print and turn in pages 1, 3 & 4. You do not need to print or return the instruction pages. Completed forms may be dropped in the envelope on Mr. Romenesko's office door. (near the band room)

October 2017

PLEASE RETURN THIS ENTIRE PAGE!!!

Name: _____

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
15	16 3:30-6:00pm Stage management only	17 3:30-6:00pm Sitzprobe Sound Crew Needed	18 3:30-5:00 Stage management only	19 3:30-8:00pm POSTER DAY Crew is invited to participate. Dinner served after poster distribution. Stage management only for evening rehearsal session	20	21
22	23 3:30-6:30pm Mics & orchestra	24 3:30-6:30pm Mics & Orchestra Possible time: 1:00-3:30	25 3:30-5:00pm Mics & Orchestra 7 th Grade Day Performance 6:30-7:15	26 3:30-6:30	27	28
29	30 3:30-7:00pm	31 3:30 – 5:00 pm Happy Halloween!	Notes:			

Please note that the schedule is subject to change based on the needs of the production.

November 2017

PLEASE RETURN THIS ENTIRE PAGE!!!

Name: _____

◀ October 2017		November 2017					December 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		31 3:30-5:00 Full Crew	1 3:30-7:00 Full Crew	2 3:30-6:30pm TBA	3 10:00 am – 12:30 pm Stagehands & flymen for dry tech	4 10:00 am – 12:30 pm Stagehands & flymen for dry tech	
5 12:00-5:00pm Dress Rehearsal Full Crew	6 3:30-7:30pm Dress Rehearsal Full Crew	7 3:30-7:30pm Dress Rehearsal Full Crew	8 3:30-7:30pm Final Dress Rehearsal Full Crew	9 5:30pm Call 7:00pm Preview Night Full Crew	10 5:30pm Call 7:00 Opening Night	11 7:00 Performance	
12	13 Call TBA 12:15 One Hour Highlight Performance	14 Call TBA 9:00 One Hour Highlight Performance	15 5:00pm Call 6:30pm Performance	16	17 Call TBA 1:00pm Grandparents Day Meal between shows 7:00pm Performance	18 5:30pm Call 7:00 Performance Mandatory Strike and Closing Ceremony	
19	20	21	22	23	24	25	
26	27	28	29	Notes:			

Please note that the schedule is subject to change based on the needs of the production.