

Stagecraft Handbook



2019-2020

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Jose Martinez, Activities Director
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Welcome! Tech Theater is where the magic of theater takes physical shape. I am looking forward to a fantastic semester, and I hope that you are as well. In order to ensure that everyone has the opportunity to succeed in this class, there are a few guidelines that we must all follow. By doing so, you will greatly improve your chances for success, and the success of others.

Office Hours:

I am available during before or after school or during my plan period (1) by appointment.

Technical Theater involves working on all phases of theater production for plays and auditorium events. Props, scenery, lighting, sound, costumes, planning, design, painting, stage effects, make-up, and theater organization and management will be addressed in this class. This is a hands-on class, and all members of the class will be required to participate on a daily basis.

While this class is an elective, it's not an "easy A" class. There may not be as much paperwork, but you will need to work in order to earn your grade. You will have daily project grades, performance and knowledge tests covering the material presented in class, and several projects throughout the semester. The work we do here is fun, but I expect you to be an active participant, not an observer.

Please read this handbook carefully. The following signed forms are due on Friday, August 23, 2019:

- Stagecraft Parent/Student Agreement
- Student Information Form

Sincerely,
Brady Loyd
Vocal Music Director/Stagecraft
Email: bloyd@jeffcoschools.us
Website: www.bearcreekchoirs.com

Requirements

You will be required to do the following work in this class.

1. Daily project grades. Each day your group will be assigned a specific task. At the end of the period, each person be graded on their participation and attention to the task. 10 points maximum each day.
2. Completion of the written and demonstration safety tests on the tools in the shop with a 90% or better.
3. Various construction and design projects throughout the semester. These will cover the basics of stage construction, design, lighting, sound and planning.
4. You are required to attend one live performance and complete a written evaluation of that performance within one week of your attendance. 50 points maximum.
5. You are required to complete 10 hours of tech work outside of class working on the productions for BCHS.
6. You must complete and return the Parent/Student Agreement, signed by both you and your parents/guardians by August 23 for 10 points. You will not be allowed to work until this card is returned. You will receive no points for any card returned after August 23, but you will still be required to bring it in before you can begin work.

A note about the class atmosphere

I do not like working in a boring, dull, depressing atmosphere, and I suspect that most of you don't either. I try to keep my classes as relaxed and as light hearted as possible, but the bottom line is that you set the tone for the class. If you can be safe, accomplish your daily tasks, and still have an enjoyable, fun class, great. But if safety and productivity decline, the first step for me to rectify the situation is to take away the fun side. Responsible choices on your part will mean a more pleasant year for all of us.

Attendance

You are expected to be on time for each class period. If you are absent from my class, and it is excused by the office, you may make up your points for that day by coming in after school and making up the time working on the current production. A lot of what we do in class is directly related to the productions, and not having you in class represents a loss of work towards those productions. The only way to make up that work will be to come in and do it. If you are already a part of the current production, your time can be made up either in the morning, or for some other production. Points lost due to an unexcused absences may not be made up.

As I mentioned before, you are expected to be on time. This means that you are in the class' specific meeting place, in your seat, when class begins. (Walking in the stage door as the bell rings is not acceptable.) The school's tardy policy will be enforced in this class. Simply stated: BE ON TIME!

Because this class is an active one, and takes place in many different areas of the theater, I realize that it is fairly easy for you to disappear from class. My policy for this is simple: The first time you are found missing from class, you will lose your points for that day and will have a 30 min. cleaning project after school. The second time, you will be given a referral and you will have to face the penalties decided on by the office. Remember, you must have a pass to leave class, even to go to the bathroom or get a drink.

Dress Code

Because we work in a shop with many potentially hazardous tools, there are certain requirements for safety that will be strictly followed.

1. You must wear a pair of approved protective eye ware. These may be goggles or shop glasses, but they must be approved for use as a protective device. Your regular glasses, sunglasses, ski goggles, etc. do not qualify. We have these for you, but you may bring in your own pair as well.
2. Long hair must always be pulled back and secured. The general rule is that your hair must not fall into or in front of your face.
3. All jewelry must be removed. Exceptions are: close fitting earrings, short necklaces that do not hang down more than an inch, and wedding bands. All other jewelry must be removed.
4. I recommend that you keep a separate set of clothes to use in the shop. An old T-shirt, sweat pants, etc. will help you keep your other clothes clean and free of dirt and paint. Not having the correct attire is not an excuse for not working.
5. You must have some type of shoes that cover your entire feet. Sandals, Flip-flops, etc. are unacceptable. Again, I suggest keeping an old pair of shoes just for this class.

Safety

Safety is my number one concern in this class. There are many safety issues in the theater, and not just with the power tools. You will be working on ladders and scaffolding, lifting and moving heavy objects, working with electricity, etc.

Safety must be your number one priority!

You will be required to learn and demonstrate the proper use of all the tools within the shop BEFORE you will be allowed to work. Anyone who does not pass these tests with a 90% or better will not be allowed to work, and subsequently will lose participation points on a daily basis. You will be allowed to retake the tests until you receive a 90% or better.

We will go into more detail later, but the general rule is that anything that creates a potentially dangerous situation in the shop will not be tolerated. Unsafe acts will be grounds for your removal from class, and the possibility of failing the entire semester.

You may NEVER work in the shop unless an instructor is present. (This includes something as simple as hammering in a nail.)

Other Important Stuff

I hate to be in the middle of a project, go to find the one tool that I need, only to have to search for 30 minutes just to find it. My philosophy? Glad you asked. If you always put a tool away, it will always be there for you the next time. My point is as obvious as the nose on your face, the shop must be cleaned and put away at the end of every period. You will have the last 10 minutes of each class period to clean up the shop. Everyone is responsible for making sure the shop is clean before you leave. This means helping to with whatever needs to be cleaned, not just what you were using. If the shop is not clean, you will lose points for the day.

If you come across something in the shop that is dangerous, or has the potential to be so, please inform me at once and I will do what I can to rectify the problem. Don't just assume that because a cord is split that it has always been that way. Safety should be everyone's first concern.

No food or drink are allowed in the theater. It can present a safety concern, and quite frankly, we're tired of feeding the mice.

Make sure to read your student handbook. All policies that are set by the school will be followed in my class.

How to get Hours

What are “Hours”?

“Hours” is time spent applying classroom learning to a real production, expanding theatrical knowledge, or gaining theatrical experience. “Hours” is like homework, but is practical, hands-on.

***SHOW WORK:** Building and other show crews will be working after school nearly every day and some Academic Assistance hours (by announcement and appointment only). Show up. Sign in. Work!! EASY!! (A schedule will be posted on the board next to the backstage doors.)

***ATTEND PRODUCTIONS:** Here or elsewhere. Make sure to save your ticket stub/program. Show up. Watch respectfully. Complete a Live Play Review & attach stub or program. – 1 Live Play Review is required per semester

***USHER:** All theatrical events need ushers to take tickets, hand out programs, and show patrons to their seats. Sign up. Show up. Be helpful and stay for entire production. Appropriate dress is required. Counts as both hours AND live play.

***SHOW CREW:** Each show needs dedicated building, costume, lighting, running crews etc. Sign up. Show up. Work. A commitment to be here the days the crew works is required. Crew Heads positions require a completed application. You may be able to get all hours done for entire semester in one show!!!

***CLEAN/ORGANIZE:** When in doubt clean---there’s never a shortage of things that need to be cleaned or put away. Available before school, after school, during advisement.... just ask!

***STRIKE:** after each show is completed the set must come down. Occurs last night of show. Times are different for each show but typically begins at 9:30 pm and runs NO LATER than 12:00 am. Counts for DOUBLE HOURS!!!!

***OTHER:** just ask..I might accept things or create others for you to count towards your hours. Plan ahead! There will be very little to do at the end of the semester.

If you feel you are unable to participate or have concerns see instructor immediately for alternatives. MINIMUM 10% OF YOUR GRADE...DON’T SHORTCHANGE YOURSELF!!!

Student Information Form

Student's Name _____

Permanent Mailing Address

Home Phone _____

Student's Email _____

Father/Guardian's Name _____ **Email** _____

Work phone _____ Cell _____

Mother/Guardian's Name _____ **Email** _____

Work phone _____ Cell _____

Contact

Who does the student primarily live with? (Please Circle)

Both Parents Father Mother Equal Time Other: _____

In the event that a parent cannot be reached, please provide at least one emergency contact.

Emergency Contact #1: _____ **Phone:** _____

Relationship to Student: _____

Emergency Contact #2: _____ **Phone:** _____

Relationship to Student: _____

Stagecraft Parent/Student Agreement

Website: in an effort to save money & paper, many of the assignments & paperwork will be available for view online. A class set will be used during class time, but then will be recollected. Please let me know if access to the internet is an issue.

*We have read and understand the **policies and expectations** for Tech Theatre.

*We understand that this class is a hands-on class & that daily class participation (with points awarded) is mandatory.

*We understand that there will be written work included during the semester that enhances the academic level of this class. All written work is as important as participation for a passing grade in this course.

*We have read and understand the BCHS **attendance/tardy policy** as stated in the handbook.

*We also understand the following videos may be shown during this semester and give permission for our student to view/view clips from them: Sweeney Todd (live stage version), Into the Woods (live stage), Complete Works of William Shakespeare abridged (live stage), West Side Story, Footloose, Noises Off, Crucible, All my Sons & Whose line is it Anyway.

***We have read the SAFETY SHEET and understand the risks to self and clothing associated with a class of this type.**

***We understand that there is an extra time requirement for this class & that it is part of the student's grade.**

Parent (Please print)

Student (please print)

Parent signature

Student signature

Parent phone # and email address