

# TECH WEEK AND PERFORMANCE WEEKEND SURVIVAL GUIDE

\*Every cast and crew member will receive a hard copy of this guide with their show shirt.

1. Good rest at night...no late bedtimes this week!
2. Drink LOTS of water...warm water or tea with honey soothes vocal cords (avoid lemon...constricts vocal cords)
3. NO loud shouting (like at a sports game or recess)
4. Wash your hands...don't touch your face
5. All students are responsible for all homework assignments this week (as usual). You will have the opportunity to work on homework prior to run throughs.

## **Monday, April 8: Rehearsal- dismissal- 6:00**

\*Please pack a heavy snack and water.

Run through will begin at 4:15. ALL cast members will be in their rooms by 4:15 (ready or not).

Cast: If you are not getting your hair and makeup done, you are to wait in your room and work on homework (no other option). If you need to be sound checked, please follow the directions of the mic crew.

Crew: set up areas, conduct sound checks (on stage), stay in auditorium working on homework (no wandering or visiting other locations)

FULL RUN THROUGH				
Costume	NO costumes			
Tech	Full tech	Microphones	Full Cast	All Technical Crew in places
Make Up				
Hair	Damsel, Grouper, Coral, Sharks, Crush, Squirt, Sea Turtle 1 (Kayla), (will switch hair when character switches)			
Art crew	Meet with Ms. Ryan to design poster			

## **Tuesday, April 9: Rehearsal- dismissal-6:00**

\*Please pack a heavy snack and water.

Run through will begin at 4:15. ALL cast members will be in their rooms by 4:15 (ready or not).

Cast: If you are not getting your hair and makeup done, you are to wait in your room and work on homework (no other option). If you need to be sound checked, please follow the directions of the mic crew.

Crew: set up areas, conduct sound checks (on stage), stay in auditorium working on homework (no wandering or visiting other locations)

FULL RUN THROUGH				
Costume	NO costumes			
Tech	Full tech	Microphones	Full Cast	All Technical Crew in places
Make Up				
Hair	Vacationers Mom and Dad, Moonfish, Nemo, Marlin, Dory, Gurgle, Peach, Bubbles, Gill, Bloat			
Art crew	Meet with Ms. Ryan to design poster...if not finished on Monday			

## **Wednesday, April 10: Rehearsal- dismissal-6:00**

\*Please pack a heavy snack and water.

Run through will begin at 4:15. ALL cast members will be in their rooms by 4:15 (ready or not).

Cast: Once you are costumed and mic'd (if applicable), you are to wait in your room and work on homework (no other option). If you need to be sound checked, please follow the directions of the mic crew.

Crew: set up areas, conduct sound checks, stay in auditorium working on homework (no wandering or visiting other locations)

FULL RUN THROUGH				
Costume	Full cast			
Tech	Full tech	Microphones	Full Cast	All Technical Crew in places

Make Up				
Hair	Tad, Tad Mom, Pearl, Pearl mom, Sheldon, Sheldon mom, Prof Ray, Crabs/Jellies			
Art crew	Meet with Ms. Ryan to design poster...if not finished on Monday or Tuesday			

**Thursday, April 11: School show (afternoon during school hours, 1<sup>st</sup> half of show only), Rehearsal- dismissal-5:00**

**\*\*Wear your show T-shirt to school with your uniform bottoms (skirt or khaki pants)\*\***

Dory, Nemo, and Marlin should arrive to school prior to car line starting. Dress in costume with hair done, NO MAKEUP. Stand outside with signs advertising the show...smile, wave, all that jazz.

Dory\*, Nemo\*, Marlin\*: after waving to your fans in the car line, change out of costume, go to 1<sup>st</sup> and 2<sup>nd</sup> period.

10:00- Mrs. White will come to get to dress back in costume and get makeup done

10:30- visit with little kids in character

<b>Hair/ makeup times for school show (Main Characters only)</b>		
10:30	Coral*, Gill*	Mrs. Kane's room
11:18 costume (eat lunch after) 11:40 makeup	Gurgle*, Peach*, Bloat*, Bubbles*, Nigel*, Crush*, Squirt*	Art Room
11:40 costume 12:05 makeup	Darla, Sheldon, Sheldon's mom, Tad, Tad's mom, Pearl, Pearl's mom, Prof. Ray	Art Room
12:05	Rest of cast will costume  If your hair is not being done for the school show, please wear it in a low ponytail.	Go to rooms (Mrs. Kane or Mrs. Webb)  If these rooms are not available, please just wait in the auditorium.

\*Please pack a non-messy lunch...no soup, chili, pizza, pasta, jelly...think cheese, crackers, lunchable-type food. You will be eating lunch in your costumes.

<b>Tech Crew Times for School Show</b>		
11:40	Loft crew and mic crew	Sound check starts at 12:05

12:05	Anderson, Will, runners	Usual places, set up areas <i>*runners: Cast members in Ms. Bradbury's room will be in Mrs. Webb's room; cast members in Mrs. George's room will be in Mrs. Kane's room.</i>
12:30	Back stage, front of stage	Usual places, report to your adult in charge

**After School: All Cast and Crew report back to the auditorium.**

We will send you to your homeroom after dismissal to collect your belongings.

Cast: You are to wait in your rooms (usual rooms: Ms. Bradbury and Mrs. George) and work on homework (no other option).

Crew: set stage and areas for 2<sup>nd</sup> half, work on homework if time allows

2 <sup>nd</sup> HALF RUN THROUGH (after school)				
Costume	Full cast			
Tech	Full tech	Microphones	Full Cast	All Technical Crew in places
Make Up	Main characters only for school show			
Hair	Will be done for school show			
Art crew	Should be finished			

## PERFORMANCE WEEKEND

**Please make sure your cast member eats something nutritious before the show and bring water with them.**

Parents, if you could help us out with some snacks during the performance weekend, we would very much appreciate it (sign up genius link below and on the weebly).

<https://www.signupgenius.com/go/30E0D4DA4AD2AA1F85-48950085-finding>

Cast and crew members...do not bring anything with you for performances...no phones, no iPads, no books, no bookbags...you just need yourselves and your beautiful voices.

**Friday, April 12 AND Saturday, April 13**  
**(call time is the time you show up)**

Call time	Cast		Crew	Location
	Costume	Makeup/Hair		
4:30	Peach, Bloat, Bubbles, Darla, Sheldon, Sheldon's Mom, Prof. Ray	Marlin, Coral, Nemo, Dory, Gill, Gurgle, Crush, Squirt <b>(costume before hair/makeup)</b>		Art room when ready
5:00	Tad, Tads parent, Pearl, Pearls parent, moonfish, Damsel, Angel, Sea Turtle 1, , vacationers, sharks, seagulls, Nigel, mask dancers/blood/jellies	Peach, Bloat, Bubbles, Darla, Sheldon, Sheldon's Mom, Prof. Ray	Loft crew, Mic crew	Art room when ready (will move to normal rooms when adult supervision arrives)
5:30		Tad, Tads parent, Pearl, Pearls parent, moonfish	Anderson, Will	Usual areas
6:00		Damsel, Angel, Sea Turtle 1, vacationers, sharks, seagulls, Nigel, mask dancers/blood/jellies	Stage crew, runners	Usual areas
6:30	House opens			

**\*\*Sound check needs to start as soon as possible.**

After the show, you may come out in costume to greet friends and family.

**BEFORE leaving:** clean up any trash in classrooms, hang up/organize all costumes, take any belongings with you.

**ALL COSTUMES AND COSTUME PIECES STAY AT SCHOOL!**

## **Sunday, April 13**

Call time	Cast		Crew	Location
	Costume	Makeup/Hair		
11:30	Peach, Bloat, Bubbles, Darla, Sheldon, Sheldon's Mom, Prof. Ray	Marlin, Coral, Nemo, Dory, Gill, Gurgle, Crush, Squirt <b>(costume before hair/makeup)</b>		Art room when ready
12:00	Tad, Tads parent, Pearl, Pearls parent, moonfish, Damsel, Angel, Sea Turtle 1, vacationers, sharks, seagulls, Nigel, mask dancers/blood/jellies	Peach, Bloat, Bubbles, Darla, Sheldon, Sheldon's Mom, Prof. Ray		Art room when ready (will move to normal rooms when adult supervision arrives)
12:30		Tad, Tads parent, Pearl, Pearls parent, moonfish	Loft crew, Mic crew, Anderson, Will	Usual areas
1:00		Damsel, Angel, Sea Turtle 1, vacationers, sharks, seagulls, Nigel, mask dancers/blood/jellies	Stage crew, runners	Usual areas
1:30	House opens			

After greeting your family and friends:

- Hang up/organize costumes
- Collect make up bag, shoes, and undergarments...take yours home
- Trash any trash in your classroom...leave the room better than you found it.

Crew: follow the directions of your adult to clean up areas

We need to be at the cast party (in Gathering Space Meeting Room in church) by 3:30.

**The cast party will end at 4:30. All students must be picked up outside the church by then.**