

Properties Run Crew

Rehearsal Period:

- Attend crew watch.
- Stage management will inform you of when you need to attend rehearsal.
- 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.
- If the properties manager comes to you in the middle of rehearsal to make an adjustment, do so to the best of your ability.
 - Inform your stage manager of the change.
- Make any adjustments based on the notes given to you by the stage manager and properties manager.
 - If you receive a note 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.
 - Do not breath heavily into the headset, tap on the mic, chew gum, or make other unnecessary noises.
- Enunciation will help you to be heard while speaking quietly.
- You should take their cues on the word “go” and, more specifically, on the “guh” sound of that word.
 - Do not “go” without the stage manager’s say so.
- The stage manager will signify your cues by specify “properties” or “scene change” before the cue.
- 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 dowsler 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” or “Standby” all 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.
- 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”.
- 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:

- Keep track of all props and scene changes.
- Attend every performance.
 - Arrive on time ready to work in show blacks.
 - If you do not own blacks, obtain a set for the run of the show.
 - Check with your stage manager before leaving for the night.
- Make sure you sign off on your duties on the callboard.
- You are required to attend photocall.
- Attend strike: unless otherwise informed, you have no specific strike duties.

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All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____