

DaySpring Arts & Education

24-25 Welcome Letter

Tech Theatre



About Me

Ms. Katie is a props designer, scenic artist, and teaching artist working for professional theatre companies in the St. Louis area as well as at DaySpring (as a musical theatre and tech theatre instructor). It is an absolute joy being a part of bringing students' shows to life and she is so excited to be officially taking over as Tech Director this year! Some design credits include: Into the Woods (New Jewish Theatre Company), Eddie & Vinnie (Metro Theatre Company), Galileo Galilei (Opera Theatre St. Louis), Forgottonia (Fly North Theatricals), 12 Angry Jurors (Missouri Baptist University). www.katiemicorr.com

Class Content

Tech Theatre will train students in the foundations of Technical Theatre, including the basic skills of set construction, lighting and set design, stage management, and live sound design and operation. Throughout the year, students will gain/build proficiency in personal safety, tool management, and theatrical construction. Included will be measuring and cutting, reading and building from a scale drawing. We will also discuss the individual jobs involved in every production, aspects of the different parts of the technical side of the production, stage management, and design/drafting.

The Technical Theatre students are eligible to be included in the tech crew for our main stage productions throughout the year. You will get more information regarding crew assignments later this fall.

Course Supplies

- 1.5"-2" Binder, for paperwork
- Pencils and/or Pens, to write notes
- Black Sharpies
- ***Optional*** Safety Glasses *see details below*
 - **If any student wears glasses** please purchase safety glasses that will fit over their glasses. We have some but they may not fit everyone properly. These supplies will need to be maintained by the students.

Dress Code

- **CLOSED-TOE SHOES ARE MANDATORY!** Due to heavy lifting and the equipment we use, closed-toe shoes are a must for the safety of your child. If you have steel toed shoes, it would be wise to use them during any work time.
- Clothing that you are not afraid to have destroyed by paint, glue, and sawdust should be brought and worn in class and for work days.
- Shows: All Black clothes are required for tech rehearsal and shows. This includes black socks and shoes. I recommend that a separate set of clothes be set aside just for the use of tech rehearsals and shows.

Attendance

Tech Theatre students are expected to attend scheduled crew views, load-ins, tech week rehearsals and performances for which they are scheduled in addition to regularly scheduled classes. No student is allowed to leave the classroom/shop during a class or work time without permission from the teacher or technical director.

- If you have any conflicts for classes or tech weeks **please submit these via email to Katie Orr** (katieorr@dayspringarts.org) **right away!** Each performance takes a group effort to put together and absences or tardiness affects not only other classmates but performers as well.

Student Agreement

At the end of this letter you will find the *Technical Theatre Student & Parent Agreement* acknowledging the expectations and policies for this class this year. Each student and their Parent/Guardian need to sign this **by the second week of classes**.

Contact Me

You are welcome to contact me if you have questions or concerns. If your child has learning challenges or anything I should be aware of, please let me know. The more I am informed, the more I can help the student learn.



Important Dates, 2024-25 Season

Month	Date	Event
September	2 3	Labor Day – No Classes Arts Classes Begin
October	31	DaySpring Trunk or Treat - No Classes
November	9 26-30	<i>Fall Performing Arts Showcase</i> Fall Break – No Classes ***Monday classes will take place***
December	23 - Jan 4	Christmas Break – No Classes
January	6 13 24-26	Classes Resume Martin Luther King Jr. Day- No Classes <i>Miss Nelson is Missing</i> - Winter Play Performances
February	10-14 22-23	Arts Parent Observation Week <i>Alice in Wonderland Ballet</i> - Winter Ballet Performances
March	14-16 17-23 28-30	<i>Willy Wonka KIDS</i> - MT1 Friday Performances Spring Break – No Classes <i>Willy Wonka KIDS</i> - MT1 Tuesday Performances
April	11-13	<i>You're a Good Man Charlie Brown</i> - MT3 Performances
May	2-4 17 24 26	<i>Addams Family</i> - MT2 Performances <i>Actor's Spotlight</i> - Spring Actor's Showcase Last Day of Arts Classes Memorial Day - No Classes
June	1	<i>Finale 2024</i> - Annual School Recital Performances

Important Crew Dates (not detailed above)...

- **Crew View** - usually a Saturday morning prior to each tech week
- **Load-In** - usually Saturday or Sunday morning and/or afternoon prior to each tech week
- **Tech Week** - usually Monday through Thursday (4pm - 10pm) the week of performances
- **Strike (tear down)** - after the final performance of each show



Technical Theatre Student & Parent Agreement

2024-2025

Thank you so much for your involvement in the Technical Theatre Program at DaySpring. This agreement is to make sure that you understand and accept the expectations that go with being a part of this program.

I _____ acknowledge my child's role in the activities of the Technical theater program. I acknowledge that:

- My child's **success in the program depends** on them being present and invested
- My child's involvement/absence affects not only them, but the entire class and cast of the performances.
- **Crew Views and Tech Week** are **mandatory** for my student's assigned shows. Missing any day without notice may suspend my student from that show.
- Prior written or emailed notice needs to be given to the instructor of schedule conflicts. I understand this may affect the opportunities for my child in the future.
- When a class or workday is over and the teacher and/or technical director leaves the shop, the shop area is closed. Students and parents may not remain in the shop or costume shop area but are invited to wait in our lobby.
- **I understand** that cell phones, iPods, MP3 players, and video games, should be kept in a backpack in the classroom and kept turned off during class. Laptops may be used during class if approved by the teacher.
- **I understand** that sharp and dangerous tools and equipment are used in the shop and classroom. Horseplay will not be tolerated in the classroom or workspace.
 - In general, the consequences for violation of these policies will follow this protocol. These are for multiple offenses in the same work time:
 - **1st Offense:** Verbal Warning
 - **2nd Offense:** 2nd Verbal Warning and a "time out" from the work involved
 - **3rd Offense:** Time out from the work for the remainder of the day
 - **4th Offense:** Requested to leave the work day. If during a class time, will sit away from any work areas or in the shop classroom for the remainder of the class.
 - If violation of the policies becomes repeated, removal from the production, subsequent production or class may be necessitated. This will be determined on a case-by-case basis in conversation with the Department Head and the student's parent(s).
- **I understand** that appropriate **footwear** and **safety gear** is important for my child's safety: Failure to wear proper footwear or safety gear will result in limitations to classroom involvement.
- **I understand** that no students under the age of 14 may use any **ladders** taller than 8 feet.
 - Students age 12 or under must have specific permission* from a parent or guardian to use any ladder
**To give permission for your student (ages 12-13) to use a ladder, initial here: _____*
- **I understand** that **paint** is a constant medium used in this course and **can ruin clothing**.
- **I understand** that a parent from each family is invited to **volunteer** for at least one time slot.
- **I understand** the attitude and morale of my child has the ability to positively and negatively affect others, and I will communicate with the instructor if there are any issues that come to my attention.

This is going to be an amazing year, filled with copious amounts of opportunities . Please keep in contact with the technical theatre teacher for any questions, concerns or conflicts.

Thanks,



Katie Orr

Tech Director

katieorr@dayspringarts.org



Parent Signature

Student Signature

Date