

DaySpring Arts & Education

23-24 Technical Theatre Program

Orientation Letter, Policies & Calendar



Welcome!

We consider it a privilege that you have chosen to join us in DaySpring's Technical Theatre Program. Our program will train students in the foundations of Tech Theatre, including the skills of set design and construction, light design, sound design, stage management, and other elements of technical theatre. Students will gain proficiency in personal safety, tool management, and building construction and apply this knowledge as the tech crew for some of our main stage productions throughout the year. Also please be sure to read the General DaySpring Policies.

Class Orientation

If you have any questions about your students' class, please feel free to reach out to the Department Head or your students' teacher. Parents are invited to have a meet and greet with instructors for the first 5 minutes of class on the first day.

Outside of Class Time

Being a part of a technical theatre crew, by nature, is so much more than attending a class. Classroom time is crucial to train students in proper technique for handling tools and equipment as well as learning the many roles and responsibilities of the crew members and the dynamic in which they interact. While out of class time is not mandatory, the technical theatre students' experience will be incomplete without it. A form will be emailed to parents and students in September to get availability for the year's performances.

Tech Week/Shows

Students will be assigned a position on a crew for each show in which they are selected to participate. Students are required to attend. If they have to miss a day of tech week or the show, that will be taken into account as we determine who will be assigned to work each show. We rehearse and work on show related material each night of tech week, having a person miss greatly throws off the flow.

- Crew View for the show (usually a Saturday morning)
- Load-in for the show (usually Saturday or Sunday morning and/or afternoon)
- All the evenings of a show "Tech Week" (usually Monday through Thursday 4pm - 10pm)
- Performances (Usually Friday night, Saturday afternoon and evening, and Sunday afternoon)
- Strike (tear down) and transport of the set back to DaySpring (or back to the storage space from the black box) after the final show

Strike

On the night of a show's final performance, students will participate in strike. All technical theatre students, whether or not they are on the crew for the specific show, are invited to help with strike...for students involved in the crew of the show, strike is considered a part of the commitment. Strike is the process by which we tear down and remove a show from the theatre space that we are using, this also includes our black box. For off-site productions, after everything is packed back up into the trucks/trailers, we drive back to DaySpring where we unload it all and get it put back away from the next time.

Portfolio Review

In the spring, we will have a portfolio review activity where students will be able to show off the work that they did in the class and on the productions throughout the year. First year students in the class are not required to participate but are encouraged to do so. Those students who are in the class for their second or subsequent years, are expected to participate. Full details will be given after Christmas Break. Students are encouraged to take pictures throughout the year of projects they have completed related to the class for use in their end-of-year portfolio project.

Policies specific to Tech Theatre Students

- **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.
- **Shop Hours:** 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.
- **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 week 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 week and shows.
- **Physical Ability:** This program includes physical labor from all participants involved. We encourage that everyone be able to lift roughly 25lbs, the size of a medium dog. We work safely but we don't want to overwork anyone past their limit and we want to work well as a strong team.
- **Food:** No food or drink besides water is allowed in the shop. We will take a 30 minute lunch break on work days.
- **Technology:** 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. **Headphones are not allowed in the shop area.**
- **Conduct:** Students will treat each other with respect, both in words and actions. They will not belittle, make fun of, or make sarcastic remarks about each other, staff, or teachers.

Student Email

A student email will be available to each tech theatre student at DaySpring (if you're in the academy, it will be the same student email). Here I can assign projects, tests, calendars, discussions, etc. as well as have a place to store data (Google Drive). This email account is usable anywhere there is internet access. They should check it often as my classes will regularly be using it. The email account is "FirstNameLastName"@dayspringstudents.org. Their password, if they are new to DaySpring, will be Cupcake2023, and will need to change it when they log in the first time.

Parent Volunteers

Parent volunteer help is vital to the growth and health of our programs. A parent from each family is invited to volunteer their time for at least one time slot, either during a work day leading up to the show, or on the day of a performance. We encourage parents and families to get involved and see what goes into making the magic for all of our productions.

Contact Us

You are welcome to contact us if you have questions or concerns, we are excited to have your child in class! If your child has learning challenges or anything we should be aware of, please let us know. The more we are informed, the more we can help your child learn.

Katie Orr

Technical Theatre Teacher

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Kaetlin Davis

Performing Arts Department Head

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DaySpring Performing Arts Department

Important Dates, 2023-2024 Season

SEPTEMBER	4 5	Labor Day - DaySpring Closed First Day of Arts Classes
NOVEMBER	11 21-26	<i>Fall Showcase</i> - Annual Performing Arts Recital Fall Break - No classes ***Monday Classes will happen this week***
DECEMBER	15-17 21-31	<i>Anne of Green Gables</i> - Play Performances Christmas Break - No Classes
JANUARY	1-3	Christmas Break - No Classes
FEBRUARY	27-28 12-17	<i>Through the Wardrobe</i> - Winter Ballet Performances Parent Observation Week
MARCH	22-24 25-31	<i>Frozen Kids</i> - Musical Theatre 1 Performances Spring Break - No Classes
APRIL	12-14	<i>The Addams Family</i> - Musical Theatre 3 Performances
MAY	3-5 11 25 27 31	<i>The Wizard of Oz Youth Edition</i> - Musical Theatre 2 Performances <i>Actor's Spotlight</i> - Annual Drama Showcase Performance Last Day of Arts Classes Memorial Day - DaySpring Closed <i>Finale Rehearsal</i> - Annual Performing Arts/Dance Recital
JUNE	1	<i>Finale Performances</i> - Annual Performing Arts/Dance Recital

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