

# DaySpring Arts & Education

## Technical Theatre Program, 21-22

### Orientation Letter, Policies & Calendar



**Until further notice please refer to the Covid policies sheet, which may override some of these policies.**

#### 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, and other elements of technical theatre. Students will gain proficiency in personal safety, tool management, 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. Although we are not able to have a group orientation at this time, we would be happy to answer any questions over email or organize a zoom or in person meeting. Please don't hesitate to reach out!

#### 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.

#### Workdays

Students will have the opportunity to attend work days throughout the year if they are needed. Workdays related to shows that individual students are assigned to are considered a part of the crew process for that show and, as such, are required. However, all technical theatre students are invited to attend all of the workdays. These workdays are a necessary and valuable element to students' training, providing the experience to build skills in the material taught during classes. On these days activities through the year will include helping to construct the scenery, painting scenery or scenic elements, assembling the scenery in the performance space, hanging and focussing lighting instruments and other activities to get the technical elements ready for the school's productions. Please send your child with lunch and drink for the day.

#### 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, we will respectfully not have them work that show. We rehearse and work on show related material each night of tech week, having a person miss greatly throws off the flow.

- Load-in for the show (usually Saturday 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. After everything is packed back up into the trailers, we drive back to DaySpring where we unload all the trailers.

## Portfolio Review:

Portfolio Review is the one time of the year where we get to review our tech students and actually see the work that they have done up close. Every student involved gets a 4'x8' foam board to add photos and work that they have done throughout the year. During the review process all the students will get a chance to interact with many of our staff and teachers here at DaySpring. This event happens in the spring and includes a small reception for friends and family. A more detailed letter will be sent home to further explain portfolio review as the time draws near.

## Policies specific to Tech Theatre Students

**Until further notice please refer to the Covid policies sheet, which may override some of these policies.**

- **Attendance:** Tech Theatre students are expected to attend scheduled workdays, tech week rehearsals and performances for which they are scheduled in addition to regularly scheduled classes. No student is allowed to leave the shop during a class or work time without permission from the teacher or technical director.
  - If you have any conflicts for classes, workdays or tech weeks **please submit these via email to Allen Moore** (allenmoore@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 supplied to all students at DaySpring for the use of their different classes. Teachers will have access to the emails so that they can use them in the Google App. Here we 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 Cupcake2021, 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.

## Kaetlin Lamberson

Performing Arts Department Head

[kaetlinlamberson@dayspringarts.org](mailto:kaetlinlamberson@dayspringarts.org)

# DaySpring Performing Arts Department

## *Important Dates, 2020-2021 Season*

Month	Date	Event
September	6 7 21,23	<b>Labor Day – No Classes</b> Performing Arts Classes Begins <i>Rosencrantz &amp; Guildenstern are Dead (Play)</i> Auditions and Callbacks
November	Early 13 <b>22-27</b>	Spring Musicals Auditions <i>Fall Performing Arts Showcase</i> <b>Fall Break – No Classes</b>
December	10-12 <b>20- Jan 2</b>	<i>Cinderella Ballet Production</i> <b>Christmas Break – No Classes</b>
January	3 21-23	Classes Resume <i>Rosencrantz &amp; Guildenstern are Dead</i> Performances
March	19-21 <b>21-26</b>	<i>Matilda Jr. (Musical Theatre 2)</i> Performances <b>Spring Break – No Classes</b>
April	9-11 23 29- May 1	<i>101 Dalmatians Kids (Musical Theatre 1)</i> Performances <i>Intro to Musical Theatre Mini Musicals</i> <i>Urinetown (Musical Theatre 3)</i> Performances
May	21 21 28 <b>30</b>	<i>Actor's Spotlight - Drama Performance</i> <i>Intro to Musical Theatre Mini Musicals</i> Last Day of Performing Arts Classes <b>Memorial Day - No Classes</b>
June	1-5	<i>Finale Dress Rehearsal and Performances</i>