

Greetings Aida Parents & Guardians,

We are so excited to get started on Aida: The Musical! I personally want to thank you in advance for the major commitment and sacrifices for your rising artists to participate in this production. We do not take it for granted, that your youth are with us! We will make it our business to provide the most complete and professional production experience possible. Thank you for entrusting your children to us.

Our approach is that of a professional youth production. We expect our young performers to have their music, lines and choreography memorized and perfected to the best of their ability. There is no way to accomplish these tasks in rehearsals only, so we ask that you make sure they are doing their homework as it pertains to the show.

We also understand that this is an extracurricular activity, so we also want to make sure their academics do not suffer. They should bring their school homework to rehearsal and if time permits and/or there is any downtime they can complete it at rehearsal.

Theatre productions are something in which limited numbers of students get to participate. Certain responsibilities accompany this privilege. The way in which actors and crew members respond to these responsibilities often determine their success in professional, educational or community theatre.

Theatre production is one of the most time consuming and one of the most satisfying activities. It is a unique activity that requires the investment of time and energy of many individuals to create a work of theatre art. In order to engage in a successful production there are certain expectations of all those involved. These are not necessarily rules but are a matter of consideration for others and the development of good work habits and discipline.

Now I would be remised if I didn't mention the trials of these uncertain times, but we will approach them as proactively and safely as we can.

Abundant Blessings,

Rush Trowel IV,  
Producing Artistic Director, Faith Works Studios

## QUICK FACTS!

### 1. What To Bring to Rehearsal?

Performers should bring:

- their SCRIPT, HIGHLIGHTER, PENCIL
- Show Shoes
- Bottle Water and A Snack are also Recommended.
- A Great Attitude

### 2. Show Shoes

All cast members should have a pair of brown or black sandals for the show. All sandals should have a closed back. If a cast member doesn't have a pair of sandals, please let stage management know. There may be in sandal options in the costume shop

There is no need to purchase new shoes, if the performer already owns a pair.

We do have financial assistance for those in need, but the shoes will remain property of FWS and added to our current costume stock.

Performers are welcome to leave show shoes at the theatre, we will make sure their names are in their shoes.

### 3. Chain of Command

All correspondence and communication should go through the Aida Stage Manager Ms. LiAndrea Goatley. If you are running late or need information, please contact her: (502) 330-0699 and/or [liandrea12@gmail.com](mailto:liandrea12@gmail.com). All cast members and families are asked to sign up for the REMIND APP by texting @AIDA202 to 81010.

Please don't contact FWS box office or office number for casting concerns. This helps keep everyone on the same page.

### 4. The Russell Theatre at New Directions

The Russell Theatre is a small 60 seat little theatre. Located at 516 South 17<sup>th</sup> Street. The Russell had been vacant for the last 14 years. We've been the resident company there since summer 2018! We've been actively raising money and converting it into a working theatre since then.

### 5. Rehearsal Schedules

Can be found online at [www.faithworks-studios.com/aida2022](http://www.faithworks-studios.com/aida2022)

## 6. Show Schedule

Wednesday, March 9<sup>th</sup> at 7:30PM – Friends & Family Invited Final Dress Rehearsal

Thursday, March 10<sup>th</sup> at 7:30PM – Show #1

Friday, March 11<sup>th</sup> at 7:30PM – Show #2

Saturday, March 12<sup>th</sup> at 2:00PM – Show #3

Sunday, March 13<sup>th</sup> at 4:00PM – Show #4

and

Wednesday, March 16<sup>th</sup> at 7:30PM – Show #5

Thursday, March 17<sup>th</sup> at 7:30PM – Show #6

Friday, March 18<sup>th</sup> at 7:30PM – Show #7

Saturday, March 19<sup>th</sup> at 2:00PM – Show #8

Sunday, March 20<sup>th</sup> at 4:00PM – Show #9

Call time is One Hour and fifteen minutes before each show.

## 7. Track Sheet

Your Child will receive a track sheet. This sheet notates every scene they are in and content they are responsible for the entire show.

## 8. Rehearsal Schedule and Conflicts:

**REHEARSALS ARE CLOSED.**

**\*\*Participants are not allowed to participate in any other non-school productions or performances, while in the rehearsal and performance period of the production. Some allowances may be granted on a case-by-case basis.\*\*** This is an effort to minimize over commitments by participants and the continued taxing of families. The hope is to continue to cultivate the discipline of focusing on one production at a time. If violated, participants will be removed from production.

Rehearsals are Mandatory. Please make every effort to attend all rehearsals. There will be around 20 cast members in the show and managing everyone's schedule is challenging with tardiness and absences. We made casting decisions based on the performer's availability. Please make every effort to make sure your child is on time and present for every rehearsal.

## 9. Costumes/Make-Up/Hair/Wigs

Outside of basic footwear and basic makeup, we will provide all costumes & wigs. We may need certain pieces donated, but that is on a case-by-case basis.

Can you sew? We build many of our costumes from scratch. If you sew or are crafty, please let me us know. We can use as many volunteer hands as possible! Parents need

to provide “base suit” for their performer. This is to aid in public quick changes. Ladies: Leotard or spandex top and shirt. Gentlemen – Shorts and a t-shirt.

Please also make sure your child’s hygiene is taken into consideration.

#### **10. Volunteers**

There are plenty of opportunities for families and individuals to get involved! In the back of this handbook there are volunteer opportunities lists. Please consider helping out and let us know if you are willing to volunteer!

#### **11. Tickets**

General Admission Tickets are \$20.00 (plus tax). Please remember there are only 60 seats per performance. There are no complimentary tickets available. Tickets are currently on sale. There may be additional walk up seats available at each performance.

#### **12. Production Staff**

Director/ Producer – Mr. Rush Trowel

Stage Managers – Ms. Liandrea Goatley

Music Directors – Mrs. Tasha Hatchett , Ms. Tamia Yates

Choreographers – Mr. Dewitt Cooper, Mrs. Emily Gorman

Acting Couches: Mr. Alphaeus Green Jr, Ms. Lashondra Hood, Ms. Ebony Jordan, Ms. Janelle Renee and others

Master Class Teachers: Dr. Lori Hicks, Emily Gorman and others

#### **13. Patrons, Advertisements & Sponsorships**

**WE NEED SPONSORS! We are 100% donation driven. All monetary supports are greatly needed and appreciated.**

The Patron program offers family and friends an opportunity to show gratitude to Cast Members for \$20.00. Forms will be available this week.

**“Congratulations to Our Nephew Robert! We Love you Uncle Ronald and Aunt Cathy!”**

There are also opportunities to place an advertisement in the program or become a sponsor! Details will be emailed to you this week.

#### **14. Marketing & Promotion:**

Please be our biggest champion! Tell EVERYONE about the show and encourage them to support. We will have images for you to email out to family friends.

#### **15. Photoshoot**

**TBD**

Each child will take a professional portrait for the lobby of the theatre. Photographs are waist up, please make sure your child is dressed up! Students are expected to be there.

## 16. Safety:

Please be aware at all times, make sure car doors are locked. Performers will not be allowed to exit the building alone. Let's be smart and safe!

## COVID Guidelines & Restrictions

1. actors are encouraged to wear masks in rehearsals
2. Actors are encouraged to test regularly at their parents discretion, schools requirement, or medical professionals recommendation.
3. Please notify Stage Management, Ms. Lili, if actor has been exposed to covid and do not attend rehearsal until quarantine period has expired and a negative covid test result occurs.
4. Audience will be required to wear masks during the performance.

## Pick Up and Drop Off:

Our drop-off and pick-up policies for *Faith Works* rehearsals require that cast members not be left unattended at any facility when not in a production. All cast members must be picked up promptly following rehearsals and performances. We will send performers out to your car.

### **DROP-OFF**

- Arrive at the facility no more than 30 minutes early
- Enter the building through the east door on the 17<sup>th</sup> street side
- You do not have escort your child into the building
- Close doors behind you when entering or leaving
- There will be a staff member to welcome cast members
- Do not remain in rehearsal space to fellowship

### **PICK-UP**

- Please Arrive on time
- A Staff Member may come outside and facilitate pick-up
- **Please pull up in front of the building on 17<sup>th</sup> street facing Broadway to help expedite pick up**

Your child's safety and the safety of the others require us all to remain committed to these policies and practices. We are very thankful for the privilege of having our own space, The Russell Theatre, and want to make sure that we adhere to our commitments and policies. If you experience difficulty picking up on time due to extenuating circumstances, please call LiAndrea Goatley, Stage Manager, at (502) 330-0699, or Christy Eden (502) 819-0546. One of them will be at rehearsal and will stay with your child until you can arrive.

## Disciplinary Management:

All participants have the right to a productive, encouraging, fun and safe experience at Faith Works. The following are the steps for Disciplinary management.

- Redirecting and encouragement to follow directions and listen
- Verbal warning by Artistic Staff to listen and/or change behavior
- Verbal warning by Mr. Rush Trowel (talk with parents to help)
- Remove and meet with parent and child with Mr. Rush Trowel to discuss a plan
- Removal from production

## Health, Medical & Wellness:

If your child has a known medical condition, please note it on the medical release form and talk with the Stage Manager concerning any special instructions. If additional information is needed, please attach instructions and info to the form. All necessary medications (i.e.- inhalers, epee pens) for medical conditions can be brought to FW each time and is the responsibility of the student and parent. If a child is bringing medication, (i.e.- inhalers or medication) it is the parents' responsibility to ensure that the Stage Manager is made aware of the medication they have in their possession and its proper use. This is for the safety of all those participating in the program. For severe conditions, these meds must be brought to every Faith Works event and the staff must know where it is located if it is necessary to administer.

A cast member with an injury is encouraged to observe rehearsals in an effort not to fall behind with the production materials. All injuries sustained while at a rehearsal or performance must be reported immediately to stage management. Parents will be notified immediately if a student sustains an injury.

## Rehearsals & Technical Rehearsals

REHEARSALS ARE MANDATORY! All absences should be disclosed to the Artistic Team prior to auditions and casting. Attendance is very important to the success of the production. Out of respect for the directors and fellow actors, we ask that you have no more than 4 unexcused absences throughout the session. Missed rehearsals may result in re-casting of roles to ensure the quality of the production. Cast members with excessive absences may be dismissed from the production. \*Absences due to illness will be evaluated on a case-by-case basis.

**Attendance:** A rehearsal requires the active participation of many individuals. The absence of anyone can waste the time of all the others. If an emergency requires an absence, it is the responsibility of the actor or crew member to notify the stage manager as soon as possible. No one should leave a rehearsal until dismissed by the stage manager.

**Promptness:** It is expected that everyone involved in the rehearsal or performance will be on time and ready to begin the activity at the scheduled time.

**Use of Time:** Although there is a social aspect to participation in theatre, rehearsals and work calls are not the proper time for it. If an individual's participation is not required for a while, the time should be used for line study, or to review choreography and music.

**Meeting Deadlines:** When the cast is scheduled to be off-book, it is expected that each cast member will know his/her lines.

**Guests:** Individuals not connected with the rehearsal should not attend rehearsals unless it is arranged through the director or stage manager. Students interested in observing rehearsal as a learning experience may often obtain permission from the directors.

**Rehearsal Props and Performance Props:** Rehearsal props and performance props are there for one reason only—to be used in rehearsal or performance by the actor to whom they are assigned. Props are often borrowed and/or irreplaceable and should not be used by anyone other than the designated actor.

**Prompting:** When actors require assistance with a line in rehearsal, they should remain in character and say "line." They should not show their frustration, since this could interfere with the performances of the other actors.

**Direction:** It is not unusual for fellow cast members or friends to offer advice about how an actor should play a role. On the other hand, don't give unsolicited advice to others. Remember, only the director is responsible for orchestrating the ensemble effort. Actors should not hesitate to discuss questions of interpretation with the director.

**Technical Rehearsal:** This is often the longest rehearsal of the entire process, and it is often the most important. It is the first time that most of the technical elements are joined with production. Patience is required of all involved. Actors are normally asked to wear rehearsal clothing similar in color to their costumes. Remember that the technical crew has only a few hours to perfect their part of the production while the cast has been working for months.

**Dress Rehearsals and Performances.** These final rehearsals require the total concentration of the performers and crew, but new elements must still be integrated into the production.

**Costumes:** Usually many hours have gone into the creation of each costume for the production. The director and the costume designer have determined the proper costumes for each character for this production. It is the responsibility of the actor to care for the costume and wear it appropriately. Jokes or complaints about the appearance of oneself or other actors are inappropriate and unconstructive. Eating or drinking in costume, without a cover up, shows a lack of respect of the work of others and is not permitted. No actor should go to the front of house areas or leave the theatre in costume. Crew members should not go into the auditorium/ front of house areas.

**Makeup.** Actors are responsible for their own makeup. During the dress rehearsal period, assistance in the design and technique appropriate to each character will be provided, but normally each actor should be able to apply their own makeup following the final dress rehearsal. Assistance will be provided for special makeup applications

**Green Room Area Conduct.** During final rehearsals and performances, the Green Room Area is a place for the participants in the production to wait for and prepare for their entrance or activity. It is necessary for those involved to concentrate upon their function in the production—other activities should be avoided. Keeping the Green Room clean is a responsibility of those using the Green Room.



# Rising Artist Behavioral Guidelines & Contract

Please sign and return the Behavioral Guidelines and Parent Handbook signature page to Faith Works Stage Management.

Thank you for joining, soon to be, Faith Works School of the Arts! As a participant you are a representative of Faith Works. You will be a role model for other students in the program and the community.

## Participants:

- Treat everyone with respect, kindness, and consideration while you are at Faith Works. This includes other students, parents, staff, volunteers, and the general public.
- Follow all directions given to you by the staff and directors. This is for your safety and the safety of those around you.
- Keep your language, behavior, and dress appropriate.
- Faith Works does not tolerate discrimination of any kind. We ask students to report any acts of discrimination or harassment to one of our staff members immediately.
- Faith Works does not tolerate any underage drinking, smoking, or drugs while at Faith Works sponsored events. Anyone caught doing any of the above will be immediately dismissed from the production.
- Failure to comply with any of the above may result in immediate dismissal.

## Rehearsal & Show Policies:

- Participants are expected to attend all rehearsals and performances and to be on time. If you cannot attend for any reason, contact the Stage Manager as soon as possible. Repeatedly missing rehearsals that are not disclosed at auditions may result in re-casting of roles and dismissal from the production.
- Participants are expected to cooperate with the Director, Music Director, Choreographer, and each other during rehearsals. **A positive attitude is a must!**
- All lines and songs must be memorized by the given deadline.
- Scripts, Binders and Materials should be brought to each rehearsal and treated with care.
- Cell phones must remain on silent during all rehearsals and performances.
- Please No texting during rehearsals.
- Participants must be quiet and professional when backstage during a performance. Participants must follow direction given by the Stage Management and other Parent Committee members to ensure a safe and successful performance. The audience may see or hear offstage activity!

- Participants are expected to take pride in their rehearsal and performance space by keeping it clean and neat. This means disposing of all bottles, cans, snacks, etc. after each rehearsal and performance.

### **Costume Guidelines**

- All students are responsible for their personal undergarments and hosiery or socks (this will be communicated by the costume committee).
- Any student who has a quick change for his/her role(s) should wear a leotard (girls) or undershirt and shorts (boys) underneath their costume (these situations will be discussed with individuals as necessary).
- All costumes must be hung up at all times and accessories placed in costume bags. Cast members will be kept until dressing rooms are clean and costumes taken care of. Cast members that leave costumes on the floor may need to do extra set-up/clean-up the following performance to “buy back” costume pieces found by the costumers.
- Wear Your Cover Up! *Provided by Faith Works* (or your personal bath robe works great!)
- Do NOT eat anything in your costume without a coverup on.
- Please respect the space and possessions of others.
- Please do not wear or touch anyone else’s costumes or props.
- Shoes must be worn during all rehearsals and onstage. Specific shoe needs will be communicated by the costume department.

### **Safety Policy**

- *Faith Works* is concerned about the safety of ALL and ask that participants adopt the “Buddy System.”
- Stay with a group when running an errand or helping a volunteer, director, or staff member.
- Do not go anywhere with someone you do not know. Ask a staff member or familiar parent to help.
- Do not wander outside rehearsal or performance spaces without adult supervision
- No walking or hanging out in the lobby, unless directed to do so.
- Stay in designated rehearsal, performance, and event spaces
- Participants agree to be aware of the safety of those around them and act as a “Buddy” when needed or to inform Stage Management if a safety issue arises.

**RETURN THIS PAGE**

I have read and understand the Faith Works Youth Behavioral Guidelines and agree to abide by the policies contained therein. I understand that failure to do so will result in disciplinary action and/or my dismissal from the production.

**AIDA 2022**

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Cast Member Signature

Date

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Parent/Guardian's Signature

Date

Faith Works strives to instill confidence and promotes self-esteem in cast members through the performing arts, while fostering values such as honesty, integrity, teamwork, discipline, cooperation, and outreach. Valuable training will equip our students to be future leaders through these acts of growth, compassion and service. Thank you for your continued support and cooperation implementing the policies and procedures.

\* policies and procedures are subject to change without notice.

## Medical & Photo Release Form & Information

If you or your child is involved in an Faith Works Studios (FWS) event, class session or production, you are hereby advised that our organization does not carry Workman's Compensation Insurance for participants or volunteers. If you or your child should suffer an injury while participating in our production, you will be personally responsible for your medical or injury related expenses.

I give permission for my child *[insert name here]*

\_\_\_\_\_ who's birth date is *[insert date of birth here]*  
\_\_\_\_\_, to participate in FWS events, classes, productions and activities. I also give permission to the designated adult supervisor in charge to secure emergency medical treatment for the minor child named above. I also agree to hold FWS, and/or their assignees, harmless in the event of an injury or accident

I hereby authorize and consent that FWS shall have the absolute right to copyright, publish, use, sell or assign any and all photographic portraits or pictures, television spots, movie films, videotapes and/or sound recordings, or any part thereof, they have taken or made of my child, or in which my child may be included in whole or in part.

### Please Print

Parents/Guardian Names \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mother Cell Phone \_\_\_\_\_ Mother Work Phone \_\_\_\_\_

Father Cell Phone \_\_\_\_\_ Father Work Phone \_\_\_\_\_

Other Emergency Contacts Name and Phone #'s:

1. \_\_\_\_\_

2. \_\_\_\_\_

Known Medical Conditions (allergies, medications, special care instructions)

\_\_\_\_\_  
\_\_\_\_\_

FWS Staff will not administer any medications to your child during classes, rehearsals, productions or special activities and events.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date Signed**

## Acrobatic Waiver

Dear Parents,

Your child is participating in scenes that go above the typical dancing choreography for a musical production. Your child may be, but is not limited to, participating in gymnastics, tumbling, flipping, and jumping.

Your signature is needed for your child to participate in these scenes with the understanding that Faith Works is not responsible for injuries sustained while practicing or performing these stunts.

By signing this waiver, you are releasing Faith Works from liability, damage, cost, or expenses that may be incurred due to participation in these scenes that are more than regular choreography.

Sincerely,

Rush Trowel  
Producing Artistic Director, Faith Works Studios

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Parent Signature

Date

---

Printed Name

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Child's Name

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Production

# **Faith Works - Volunteer Production Team (PT)**

## **Job Descriptions & Expectations**

Faith Works is a volunteer-based organization. We ask that each family volunteer hours toward the production if possible. These policies allow us to keep production participation free and admissions accessible, while still producing high quality shows.

# **Greenroom**

## **Production Team (PT)**

### **Responsibilities:**

- Chairs the Greenroom committee.
- Develops a schedule for the committee members at the performance venue.
- Meets with the Producer to discuss ideas, budget concerns, or problems.
- Maintains a safe environment for the actors.
- Assists the costumers in getting actors ready and quick changes.
- Maintain quiet & order between scenes.
- Understands cues & scene changes in order to have the actors ready for their scenes.
- Provides costume-safe snacks.

“...responsible & adaptable communicators who have the ability to handle & coordinate diverse groups of artistic personalities with tactful discipline and a sense of humor. They establish a creative environment by combining the ability to prioritize & anticipate & solve problems, with a calm sensitivity & grace under pressure.”

### **Committee Description:**

Oversees the greenroom, making sure each rehearsal & show is covered. Needs to be a good disciplinarian who maintains quiet & order between scenes. Creates a positive environment that encourages appropriate behavior & respect. Provides costume-friendly snacks for the cast in the greenroom.

### **Commitment:**

The Green Room Committee is present at all tech rehearsals and performances. 1-2 members per day.

# Properties (Props)

## Production Team (PT)

### Responsibilities:

- Chairs the Props committee.
- Meets with the Program Manager/Executive Director to discuss ideas, budget concerns, or problems.
- Meets with the Directors to understand the needs & limitations (if any) of the show.
- Responsible for any portable objects on a set.
- Determines how many volunteers will be needed during productions & develops a schedule
- for committee members to work during shows.
- Makes, purchases, borrows, &/or rents props needed for the show, per the director's request.
- Organizes & supervises the Props table during performances & dress rehearsals making sure actors receive the correct props for each scene.
- Reads the script & identifies prop usage.
- Develops a cue sheet.
- Makes sure all props are at the performance.
- Maintains order & respect backstage (i.e. no one touches props that do not belong to them for the show & a quiet area).
- Returns all props to owners or storage following closing performances.
- Keeps the props in an organized manner for future use.

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### Committee Description:

Props are responsible for any object on stage, which is movable and not worn. Must collect props from list provided by the director. Love the thrill of searching for treasures or creating unique gems that add that special theatrical element to the production! Supervise prop table during dress rehearsals and several shows.

### Commitment Time:

Before show searching, dress rehearsal week and during show checking to make sure props are there and in order; can divide up time among committee members. After show return props to cast members or storage.



# **Sets**

## **Production Team (PT)**

### **Responsibilities:**

- Chairs the Sets committee.
- Carpentry Skills
- Meets with the Producer to discuss ideas, budget concerns, or problems.
- Meets with the directors to understand the needs & limitations (if any) of the show concerning the sets.
- Responsible for creating a place with an artificial nature that creates the illusion of a real or imagined place.
- Collects sketches and visions from the Set designer to construct the pieces needed in each
- Develops a schedule for committee members to work throughout rehearsals creating various set pieces. Determines who will work on what pieces.
- Delegates responsibility to committee members.
- Reads the script & identify set usage.
- Makes sure all sets are at the performance venues set up and ready for dress rehearsals.
- Returns all equipment & sets to owners or storage following closing performances.
- Keeps the sets in an organized manner for future use.

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### **Committee Description:**

Build sets Director lists as necessary. Unload sets at the theater and help set up. Help to make repairs as needed during the run of the show. Strike the sets after the performance and return them to the storage.

### **Commitment Time:**

Before show opens and after show closes.

# Costumes

## Production Team (PT)

### **Responsibilities:**

- Chairs the Costume committee.
- The process of costume design requires research and frequent adaptation until both the director & costumer are satisfied with the designs.
- Dates & deadlines must be managed & met.
- Assist with Sewing costumes pieces and assignments by set deadlines
- Facilitate and/or assist with necessary fittings and alterations
- Help with shopping when necessary
- Meets with the Producer/Director to discuss ideas, budget concerns, or problems.
- Maintains a clean costume shop
- Maintains a safe environment for the actors.
- Organize & utilize actor measurements.
- Sends out via email character costume lists to parents.
- Read & understand the script.
- Arrange fittings, alterations, & adjustments as seen fit by the directors & costumers.
- Develops a schedule for the committee members throughout the production, as well as at the performance venue.
- Schedule committee to help move all costumes from the costume shop to the theatre
- Label and tag all costumes
- Handle any "EMERGENCY REPAIRS"
- Assist with Sewing costumes pieces and assignments by set deadlines
- Facilitate and/or assist with necessary fittings and alterations
- Help with shopping when necessary
- Assist with Transporting and returning costumes to storage
- Returning/ restoring all patterns, fabrics and supplies to proper places.

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### **Committee Description:**

Assists in locating costume pieces either through buying, borrowing, renting, or making them. Works throughout the rehearsal time to fit and alter costumes for actors.

### **Commitment Time:**

During the show this committee will assist with quick changes, repairs, alterations, & general assistance to actors. Supervises dressing rooms during performances.

# Dressing & Wardrobe

## Production Team (PT)

### **Responsibilities:**

- Chairs the Dressing Room Supervisor committee.
- Develops a schedule for the committee members at the performance venue and tours.
- Assists the actors with quick changes & costume needs before & during the performances.
- Encourages the actors to maintain a clean orderly space within the dressing rooms.
- Meets with the Program Manager to discuss ideas or problems.
- Maintains a safe environment for the actors.
- Must be punctual, reliable, and organized.
- Dates & deadlines must be managed & met.
- Helps to convey to parents personal costuming needs (i.e. shoes, tights, shirts, pants, etc).
- Read & understand the script.
- Arrange fittings, alterations, & adjustments as seen fit by the directors & costumers.
- Helps organize costumes for cleaning and returning them to the costume closet.

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### **Committee Description:**

Works with the costume committee throughout the rehearsal time to fit and alter costumes for actors.

### **Commitment Time:**

During the show this committee will assist with quick changes, repairs, alterations, & general assistance to actors. Supervises dressing rooms during performances.

# Make-Up & Hair

## Production Team (PT)

### **Responsibilities:**

- Chairs the Make-Up committee.
- Meets with the Program Manager/Executive Director to discuss ideas, budget concerns, or problems.
- Meets with the Directors to understand the needs & limitations (if any) of the show, then plans the make-up for the show.
- Determines how many volunteers will be needed during productions & develops a schedule for committee members to work during shows.
- Makes sure needed supplies are available at the theater before each performance.
- Communicates hair & make-up needs to parents.
- Organize a basic make-up class for parents.
- Maintains stock of the make-up & applicators.
- Organizes make-up orders for parents.
- Provides touch-ups & assistance at theater.
- Develops a schedule for performers who need specialty make-up done.
- Assigns specialty make-up to characters, per the director's request.

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### **Committee Description:**

Helps plan make-up for the actors in the show. Communicates with actors & parents needs for particular characters.

### **Commitment Time:**

Be available during dress rehearsal week to help apply specialty make-up & make necessary adjustments. Be available before shows to assist with make-up & hair needs & throughout the show for touch-ups.

# Sound, Lighting & Video Tech Teams

## Production Team (PT)

### **Responsibilities:**

- Chairs the Tech committee.
- Meets with the Executive Director to discuss ideas, budget concerns, or problems.
- Meets with the directors to understand the needs & limitations (if any) of the show concerning the tech.
- Understands mic operation & maintenance and sound/lighting operation.
- Sets up all tech needed by the Director prior to dress rehearsal.
- Returns all equipment to owners or storage following closing performances.
- Keeps the equipment in an organized manner for future use.

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### **Committee Description:**

Help set up and supervise lighting and sound during the run of the show. Only trained individuals will be allowed to handle the sound and lighting equipment. Therefore, attending a special training session before the productions is required to become familiar with the equipment.

### **Commitment Time:**

During dress rehearsals and shows working sound and lights. After performances end, disassembles equipment & properly stores equipment for future use.

# Marketing & Publicity

## Production Team (PT)

### **Responsibilities:**

- Chairs the PR committee.
- Works to deliver marketing material and plan to the public.
- Develops a schedule for the committee members to execute marketing plan.
- Meets with the Producer/Director to discuss ideas, budget concerns, or problems.
- Gathers Bios from actors & sets up Bio Board in Lobby of venue.
- Helps get theater ready for the performance

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### **Committee Description:**

Works with Marketing to deliver marketing material to public. Help distribute fliers and publicize the show in the community. Gathers actor bios & set up bio board in Lobby of venue.

**Commitment Time:** Before show counting and delivering fliers and programms; during shows; can divide up time among committee members.

# **Backstage**

## Production Team (PT)

### **Responsibilities:**

- Chairs the Backstage committee.
- Manages the backstage area.
- Meets with the Program Director to discuss ideas, budget concerns, or problems.
- Develops scene cues for crew; understands cues & scene changes.
- Is able to call cues to assist Tech.
- Determines how many volunteers will be needed during productions.
- Develops a schedule for committee members to work during shows.
- Makes sure glow tape, scripts, & needed supplies are available at tech move-in.
- Must submit production receipts within 2 weeks after production closes.

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### **Committee Description:**

Backstage committee will be moving sets on & off the stage during dress rehearsals & productions.

**Commitment Time:** All members must dress in black. Committee members & volunteers must be present at dress rehearsals.

# AIDA 2022

## Faith Works - Volunteer Production Team

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I'm interested in:**

- |                                     |                           |                      |
|-------------------------------------|---------------------------|----------------------|
| <b>1. Greenroom</b>                 | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>2. Props</b>                     | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>3. Sets</b>                      | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>4. Costumes</b>                  | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>5. Dressing &amp; Wardrobe</b>   | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>6. Make-Up &amp; Hair</b>        | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>7. Tech Team</b>                 | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>8. Marketing &amp; Publicity</b> | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |
| <b>9. Backstage</b>                 | <b>[ ] Committee Head</b> | <b>[ ] Committee</b> |

**THANK YOU IN ADVANCE!**