

Twelfth Night Crew Packet

Twelfth Night

Our Twelfth Night is set in no particular time period and happens after a large storm causes a ship to sink, separating Viola from her twin Sebastian. A conclusion is made that her brother likely died in the accident, so to survive, Viola dresses as a boy and decides to go work for the Duke Orsino of Illyria, whom she falls in love with instantly. Orsino, however, is in love with Countess Olivia. He often sends Viola to court her for him, but Olivia falls for Viola instead. Viola manages to decline all of her advances until Sebastian arrives, causing a flood of mistaken identities, and marries Olivia. Viola then reveals she is a girl and marries Orsino.

All Crew Members:

- **BE ON TIME**
- NO cell phones, NO video games, NO AirPods or headphones in your ear.
 - We will collect phones and other valuables during each rehearsal and performance
 - This is departmental policy. The SM and ASM will have their phones in case of an emergency.
- NO sleeping from call time to the end of the show.
- Take pride in this show!
- **You must arrive two hours before the curtain**
- You must wear fully black clothes starting the day of first dress (March 27th). ALL black **long sleeve shirt**, long pants, and all black shoes you would climb a ladder in.
 - No heels, sandals, or tap shoes.
 - Costume crew and board ops can wear short sleeves.
- Keep quiet at all times. This means no talking backstage.
 - Do not talk to the actors unless it pertains to the show and your track.
- Do not get in the actor's way.
 - Just like us, they have a lot they need to do before the curtain goes up.
- Act responsibly before, during, and after the show
- **NO FOOD OR DRINK BACKSTAGE**
 - A sealable water bottle is fine
- Get your pre-show duties done as soon as you arrive (on time).
- You will receive credit and a grade
 - We're keeping track of when you are running late or not doing your job. This will impact your grade.
- Before you leave, finish all post show duties and ask SM or ASM to dismiss you. No one will be released until everyone in your crew is done.
 - Help others out.
- Be aware of your surroundings and pay attention to the show. Live theatre means that anything can happen at any time.
 - Especially during tech!

- Enjoy this experience, theatre is supposed to be fun, we do it because we love it.

Additionally:

- Time Management:
 - “Early is on time, on time is late, and late is unacceptable.”
 - Who to call if you’re late
 - ASM
 - Alexa: 780-861-4024
 - Call times are currently 6 pm for an 8 pm show and 12 for a 2 pm.
 - Announce Tech Schedule
 - Starts the week of March 20th
 - You should have added the Google Calendar.
 - Go over Show dates and Times
 - March 30th - April 2nd
 - March 30th - April 1st; 8 pm performances
 - April 2nd; 2 pm performance
- Additional duties
 - Load-In
 - Strike/Change over
- Please ask us if you have ANY QUESTIONS!
- Abide by The Golden Rule: Treat others the way you want to be treated!

Twelfth Night Production Team:

Stage Manager: Amanda Pordon

ASM: Alexa Huss

Sound Designer: Sara Wolf

Light Designer: Joe Kocenda

Scenic Designer: Colin Franz

Costume Designer: Colin Franz

Props Master: Emma Garrett

Director: Sara Wolf

Combat Choreographer: Emily Reschke

Technical Director: Joe Beck

Costume Shop Supervisor: Christa Koerner

Wardrobe Head: Jaci Taylor

Question About	Who To Ask (In Order) -most of the time the first person will ask the second if they do not know the answer	Who Is That (Respectively)
Props	ASM, SM, Props Master	Alexa, Amanda, Emma
Costumes	Wardrobe Head, Costume Design	Jaci, Colin
Sound	Sound Design, SM	Sara, Amanda
Lights	Lighting Design, SM	Joe, Amanda
Combat	Fight Captains, ASM, SM	Syd/Emily R, Alexa, Amanda
Who to ask	SM, ASM	Amanda, Alexa

Light/ Follow Spot Crew:

- Board op:
 - Work with Kerro or Joe to complete dimmer check
 - Change lamps and/or color when needed.
 - Put stage in LQ for stunt/fight/dance calls
 - Bring up light preset.
 - Run the board for the show.
 - Listen to the SM for the GO command.
 - Make sure you listen and are in sync with the SM.
 - You need to anticipate when cues are coming up, not just waiting for GO.
 - Shut down at the end of the night.
 - *People to know:*
 - *Lighting Designer*
- Follow Spots
 - Running spotlights and picking up certain actors throughout the performance to highlight them on stage.

Sound Crew:

- Turn on all sound equipment.
- Check headsets.
- Complete sound check.
- Prep and SFX needed for stunt/fight/dance call
- Operation of all equipment during the show.
 - Playing the sound cues for the show.
 - Listen for the SM's command of GO, and then press a button.

- Require listening and being in sync with the SM.
- You should not wait for GO, you should be anticipating it.
- May also have to adjust sound levels for microphones and sound effects.
- Shut down equipment.
- *People to know:*
 - *Sound Designer*

Props Crew:

- Preset Props.
- Make sure all of the props are in the correct place before the show.
 - Give the checklist to ASM when you are done.
- Running props back and forth if necessary
- Other duties
- *People to know:*
 - *ASM*
 - *Props Master*

Deck Crew:

- SWEEP AND MOP. If you see ANYTHING on the ground, please pick it up!
- Perform any set changes that may happen during the show.
 - Write down everything you do in tech and report back to the ASM so they can provide an updated run list for the following tech.
- Maintain a clean and safe backstage.
- Maintain glow tape and spike tape.
- Any additional jobs
- *People to know:*
 - *Prop Master*
 - *TD*
 - *Set Designer*
 - *ASM and SM*

Costume Crew:

- There must be a costume crew member outside the dressing rooms AT ALL TIMES in case of an emergency.
- If anything costume-related breaks/rips, you have to fix it to the best of your ability so it can continue to be used.
- Please assist actors with any changes they need you for, including quick changes.
- After a quick change, bring costumes to a designated area and HANG IT UP!
- Preset all costumes.
- Make sure there is a laundry basket in the hallway by the dressing rooms.

- Make sure all costumes are hanging up properly after the show.
- Make sure all irons and steamers are off.
- Don't be afraid to ask the actors how you can assist them.
- *People to know:*
 - *Costume Designer*
 - *Wardrobe Head*
 - *Costume Shop Manager*
 - *ASM*