



The Drama/Tech Spring Show: ***Bright Star***

Please read the following material carefully. Packets are due on by Monday December, 9<sup>th</sup> by 3:30pm. If you have any questions, please email Mr. Jordahl at [cjordahl@mbusd.org](mailto:cjordahl@mbusd.org) or Mr. Westerberg at [jwesterberg@mbusd.org](mailto:jwesterberg@mbusd.org). **Please review this document thoroughly and provide PARENT initials where indicated.**

**GENERAL INFORMATION**

Dear Parents & Students:

We are very pleased to be staging *Bright Star* this spring. To make the production a success, it is crucial that students **be present at every rehearsal for which they are called**, unless otherwise excused by the Director, so please review the rehearsal schedule carefully. **Please note that students absent from school on the day of a performance, or a rehearsal cannot perform or participate on that day.** Please read this CREW PACKET and sign the attached permission slip, signifying your agreement to your commitment as well as your child's commitment to the show. **Students who are sick must contact the Director and Stage Manager.** Any conflicts must be listed on the conflict sheet; however, listing conflicts does not imply approval. Students may be faced with the difficult decision of clearing conflicts to participate in the production. **The Director must approve all conflicts.** INITIAL: \_\_\_\_\_

*Types of Jobs:*

**PRODUCTION CREW**

Available production crew positions are Props, Costumes, SM, ASM, Set Load in/Strike, and Publicity. The production crew schedule varies depending on the position, but all work takes place between January 6<sup>th</sup> and Opening Night, April 25<sup>th</sup>. A few students from some of these groups will transition to "running crew" and participate during show performances. Otherwise, production crew responsibilities are typically completed on or before Opening Night.

**RUNNING CREW**

Available positions on the running crew are: Props Lead, Costumes, SM, ASM, Stagehands, Hair and Makeup, Ushers, Sound Board Op, Light Board Op, Audio, House Manager, Ushers. All members of the running crew must be available for every rehearsal during Run-Through/Spacing week and Tech week, as well as all performances. SMs will be called throughout the rehearsal schedule.

**FINAL CREW LIST**

The final crew list will be posted on the Booster website ([www.miracostadramaboosters.org](http://www.miracostadramaboosters.org)) after finals.

**CODE OF CONDUCT**

- A. All students are expected to help us maintain a proper learning environment and to show respect for their fellow students, the production team, our audience, and our school. If any student's conduct is disruptive to rehearsals or performances, that student will be subject to the consequences dictated by school and program policy, which includes but is not limited to, dismissal from the production.
- B. During rehearsals and performances, students will be responsible for various assets such as microphones, scripts, costumes, and props. Students are expected to show proper care for these expensive items. Should damage occur due to negligence or mishandling, the responsible student will be charged a fee.
- C. Students are expected to dress appropriately for the duration of the rehearsal schedule. The director(s) will inform the cast about specific expectations.
- D. Students who use or are in possession of alcohol or drugs the day of a rehearsal or performance or during a rehearsal or performance itself will be excused from the show.
- E. All guidelines for student behavior and discipline as outlined in the Student-Parent Handbook (available at [www.miracostahigh.org](http://www.miracostahigh.org)) apply. Please review this handbook. INITIAL: \_\_\_\_\_

**REHEARSALS**

The first rehearsal and read-through will be Monday, January 6<sup>th</sup> at 3:30 PM in the Small Theatre; ALL crew members are expected to be available. We will begin with a full company meeting to go over expectations, the calendar, etc. Please carefully review the Rehearsal Schedule below and your own personal commitments and list any known/possible conflicts. The Director will determine which are approved and will inform you. Be aware that rehearsal availability is one of the criteria used to cast specific parts.

**Adding conflicts after casting can lead to dismissal.**

INITIAL: \_\_\_\_\_

***We will make every effort to call students only when they are needed. It is critical to the success of the production that, when a student is called, rehearsals are a priority over other activities. Schedules will likely be modified as we proceed based on progress and production needs. Weekly CALL SHEETS will be posted through GroupMe and in Google Classroom each weekend. Be sure to check for any changes to the schedule as well as other important dates (e.g., costume fittings, head shots, etc.).***

Jan 6 <sup>th</sup> -Mar 28 <sup>th</sup>	M-F 3:30-6:00 PM	Specific Call Schedules provided Jan 6 <sup>th</sup>
Feb 10 <sup>th</sup> -14 <sup>th</sup>	No Rehearsal	District Break
March 31 <sup>st</sup> -April 4 <sup>th</sup>	M-F 3:30-9:00 PM	Spacing Week
April 5 <sup>th</sup>	9:00 AM-6:00 PM	Saturday Rehearsal
April 7 <sup>th</sup> -11 <sup>th</sup>	3:30-10:00 PM	Tech Week 1
April 14 <sup>th</sup> -18 <sup>th</sup>	No Rehearsal	Spring Break
April 21 <sup>st</sup> -24 <sup>th</sup>	3:30-10:00 PM	Tech Week 2

**PERFORMANCE**

April 25 <sup>th</sup> , 26 <sup>th</sup> , May 2 <sup>nd</sup> , May 3 <sup>rd</sup>	5:30 PM call time, 7:30 PM Curtain
April 30 <sup>th</sup>	2:00 PM call time, 4:00 PM Curtain
May 1 <sup>st</sup>	4:30 PM call time; 6:30 PM Curtain
May 3 <sup>rd</sup>	12:00 PM call time, 2:00 PM Curtain
<b><u>STRIKE:</u></b> Monday, May 5 <sup>th</sup>	3:30-5:30 pm

**PRODUCTION EXPENSES**

Production costs are not completely covered by ticket sales. To help offset the costs, we will ask for a **fair share** donation of \$500 if your student is cast, \$100 from front of house, and \$75 from running crew. In addition, we ask for each student/family to **sell at least \$50 in ads for the program**. Ads will be due in February, 2025. More information will be provided at the Mandatory Parent Production meeting on January 28<sup>th</sup> at 7 PM in Room 1.

INITIAL: \_\_\_\_\_

**CREW CLOTHING**

Running Crew will provide their own blacks from spacing week on. All blacks should include solid black long sleeve shirt, solid black long pants, solid black, closed toed shoes, and black socks. Black on black Tech gear is acceptable and solid black hat is optional. No exposed mid-drift, or bare shoulders.

**OBLIGATIONS**

When you are in the show it is assumed that you agree to the terms listed below:

1. You have parent permission to be in the show.
2. You have explained and submitted in writing at time of audition all special conflicts to the Director.
3. Your grade point average will not drop below a **2.0 with no "F" in any class**.
4. You will attend strike after school on Monday, May 4<sup>th</sup> and do clean-up work.
5. You will provide your Crew blacks.
6. If you are ill, **you will email** and inform Mr. Westerberg (not just the attendance office) prior to rehearsal time, at [jwesterberg@mbusd.org](mailto:jwesterberg@mbusd.org). You **will be dropped** from the show if you have any unexcused absences. You **must also inform the Stage Manager** if you will be absent or late.
7. You will be honest, dedicated, energetic, positive and willing to go the "extra mile" to make this a highly polished & professional show.
8. A parent, guardian or other adult representative will serve in the lobby for two performances. INITIAL: \_\_\_\_\_

**Students who fail to uphold any of their duties or obligations will be dropped from the show.**

Support from home is extremely important. Please have your parents read and sign the attached form and return it along with the attached grade sheet signed by your teachers by 3:30 PM on **Monday, December 9th**.

If there are any questions, please contact **Mr. Westerberg** at x5210 or [jwesterberg@mbusd.org](mailto:jwesterberg@mbusd.org).

NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Tech Class or Drama Class: \_\_\_\_\_

RANK THE AREAS YOU ARE INTERESTED IN: (1 being the job you like the most)

PRODUCTION CREW (RC indicates this position will also transfer to Running Crew):

Props (lead will RC) \_\_\_\_\_

Stage Manager (RC) \_\_\_\_\_

ASM (RC) \_\_\_\_\_

Costume (RC) \_\_\_\_\_

Set Load in/Strike \_\_\_\_\_

Hair/MU (RC) \_\_\_\_\_

Publicity \_\_\_\_\_

RUNNING CREW:

Light B OP \_\_\_\_\_

House MGR \_\_\_\_\_

Stagehand/A3: \_\_\_\_\_

Audio \_\_\_\_\_

Sound B OP \_\_\_\_\_

Usher \_\_\_\_\_

Spot Op \_\_\_\_\_

I am interested in being a LEAD Yes/No \_\_\_\_\_

I will do any job Yes/No \_\_\_\_\_

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PLEASE LIST PREVIOUS EXPERIENCE OR ANY COMMENTS BELOW:

**PARENT AND STUDENT PARTICIPATION AGREEMENT**  
**FOR THE SPRING PRODUCTION**

My child, \_\_\_\_\_, has my permission to be involved in the production, ***Bright Star***. I have read the audition packet and reviewed the rehearsal calendar provided. **Both my child and I understand the time commitment.** I accept responsibility for my child's attending all rehearsals and performances and for being on time (unless otherwise excused by the director prior to the time of absence). **I will attend the production meeting on January 28<sup>th</sup>, 2025 at 7 PM in the Small Theatre.** I give permission for photographs of my student to be taken and to be used for promotional purposes.

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\_\_\_\_\_  
STUDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
PARENT NAME (PLEASE PRINT)

\_\_\_\_\_  
PARENT E-MAIL

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

VOLUNTEER REQUIREMENT: Parents, please review and complete the **Volunteer Form**, including your contact information.

\_\_\_\_\_ I (the student) have no conflicts for rehearsal or show schedule

\_\_\_\_\_ I (the student) have the following conflicts (Last column for director's use only):

Date(s)	Time(s)	Reason for conflict	<u>Approved</u>

Only those conflicts signed off as approved by the Director are accepted.

Director's Signature \_\_\_\_\_

# GRADE SHEET

<u>CLASSES</u>	<u>GRADE</u>	<u>COMMENTS</u>	<u>ABSENCES/ TARDIES</u>	<u>TEACHER SIGNATURE</u>
<u>0.</u>				
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				
<u>6.</u>				



Crew Parent Volunteer Shifts (optional) – *Bright Star*

***Drama/Tech shows are fully supported by our drama/tech families. We have no other employees or support from the district. It is crucial to the success of the shows that we have parent/guardian participation.***

Parent name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Student name/grade: \_\_\_\_\_

Crew parents, optional volunteer opportunities: Please list 3 dates you can work and 3 choices of jobs you'd like to do. Although we can't guarantee to assign you the dates/jobs you request, we will certainly try to accommodate your preference.

Show Dates: April 25, 25 & 30, May 1, 2, & 3

Date Choice	Job Choice
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

**OR**

Provide a meal for 30-40 kids during spacing/tech weeks - Dates to be confirmed  
 Confirm with initials if available as an option rather than the above job choices: \_\_\_\_\_

Description of Volunteer Opportunities:

Box Office/Will Call – Arrive 1 hour before show time. Sell tickets before the show and during the first act (*Please choose a show you will not be watching the show as you may be asked to work during the first act*).

Refreshments – Arrive 1 hour before show time. Help set up and sell refreshments before show and during intermission. (*Also, stay in the lobby during the first act with the refreshments.*)

Flowers – Arrive 1 hour before show time. Help with set up and flower sales before the show and during intermission

Provide a Meal - Meal, set up, and serve. Timing will be confirmed and you will be paired with another family.

\*\*\*By signing this form you are committing to these dates. We will be in touch shortly after casting to confirm.

Thank you for supporting Mira Costa Drama/Tech!

Parent signature \_\_\_\_\_

Date \_\_\_\_\_