

"ONCE UPON A MATRESS" Cast/Crew Information Sheet

General Instructions to the Cast and Crew

1. All rehearsals begin promptly at the times indicated. You are responsible for your own warm-ups, either dance or vocal. Try to arrive early so that you have time to warm-up and/or relax before we begin to work.
2. If you are going to miss a rehearsal, notify us as far in advance as possible **in writing/email**. Because of the complexity of the show and the number of people involved, you should make every effort to be at all rehearsals to which you are called. If a situation arises and you are not able to attend a rehearsal, notify Mrs. Haberberger or Miss Kelly as soon as possible. **Do not send a message with someone else! Please hand in your 'conflict calendar' to Mrs. Haberberger before the holiday break! Feb and March calendars are due at the end of the previous month.**
3. A Call Board is located in the Music Hallway on or near the first door on the left. Notices as to groups that are to rehearse and any other information for the members of the cast will be posted on the board. You are responsible for checking the board daily for any announcements or changes in schedules.
4. When arriving at rehearsal, enter the building by the door leading to the band area at the high school. If you are expecting to be picked up after rehearsal, have your ride meet you at the side door. (**No later than 9:30 P.M.**)
5. When you are at rehearsal, do not go anywhere else in the building. You may stay in the auditorium when not on stage, but do not talk if you choose to stay. If you need to talk to someone, and you are not rehearsing at the time, go into the back hall behind the stage. Do not go into the hall beside the auditorium or into the auditorium lobby unless directed to do so by a production staff person.
6. You must keep up with your schoolwork during rehearsal period. It is strongly suggested that you bring your homework with you (do not go to a locker in the building without permission) and **use the time that you are not on stage to work or study.**
7. If you want to listen to music, you must use headphones with your IPOD, or phone. Others may be working or reading and do not wish to be disturbed. You should try to be as quiet as possible, even when in the hall. There should never be any talking in the wings or on stage! (Except to say lines or sing, of course) **NO PHONES ON STAGE!!!**
8. The materials are rented. We must return them at the close of the production. If you make any marks, use only lead pencils and write lightly. You will be charged if you fail to return a script. Return to Mrs. Haberberger or Miss Kelly and **NOT** a stage manager.
9. Performing in a show takes a lot of energy. It is important that you save as much energy as possible for the stage. Be sure you eat right and get plenty of rest. You will need it in April.
10. You will be responsible for any costume pieces that you are given to wear in the show. Many of the pieces are borrowed or rented. When you are through wearing a piece, hang it up neatly and store it where you have been directed. If you are not sure where to store it, ask a member of the costume committee. Also, you are not to eat or drink while wearing your costume.
11. Props used in the show are often loaned or rented. **DO NOT play with any props, at any time, whether on the stage, in the hall, or in the props room.** Talk to a person on the props crew to find out where you get your prop from and where you return it.
12. During the run of the show, dressing rooms must be kept clean. **Girls are to stay out of the boy's dressing rooms. Boys are to stay out of the girl's dressing rooms.** Throw tissues and paper in the waste cans that will be provided. Never leave any makeup lying around without a lid. It is expensive and dries out quickly. **NO** beverages, except water, in the dressing rooms. This is brand new facility!
13. Do not move or handle any of the set pieces unless directed to do so by a stage manager or director. You may be assigned to move pieces during the show. If you are, do your job quickly and quietly.
14. When an adult member of the production staff is not available, the stage managers are **in charge**. You should give them your respect and cooperation. They know the show as well as the directors and put in a great deal of time in support of the cast and crew.
15. Crew should remain at their designated areas, (**NOT** in the dressing rooms to "hang out".)

Working on a show can be a very rewarding experience. The appreciation of the audience is something that you will carry with you for a long time. To have a professional performance, it takes a great deal of self-discipline, hard work, and cooperation. Everyone's contribution is needed for success. Play your part well and have a good show!