

# Little Shop Crew Application

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Please list any previous stage crew experience:

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

The crew position I am interested in is:

*Please number 1-5 in order of preference*

- |                                 |                             |                                  |
|---------------------------------|-----------------------------|----------------------------------|
| _____ <b>Props/Stage Crew</b>   | _____ <b>Lights</b>         | _____ <b>Sound</b>               |
| _____ <b>Costumes</b>           | _____ <b>Stage Manager</b>  | _____ <b>Asst. Stage Manager</b> |
| _____ <b>Assistant Director</b> | _____ <b>Dance Captain</b>  | _____ <b>Audrey II Puppeteer</b> |
| _____ <b>*House Manager</b>     | _____ <b>*Tickets/House</b> |                                  |

**Stage crew production contribution is \$150, which goes towards: t-shirt, professional set, lighting, sound, & costume design and staff, tech dinners, and cast party. Due at 1<sup>st</sup> crew meeting on September 7<sup>th</sup>.**

\*no participation fee for Tickets/House or House Manager

**Rehearsals/Performance Schedule:**

Please see Crew Call Times schedule for details.

**Student Conflict Information:**

\_\_\_\_\_ **I have no conflicts for rehearsal or show schedule**

\_\_\_\_\_ **I have the following conflicts:**

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

\*conflicts subject to Director approval

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

My son/daughter, \_\_\_\_\_, has my permission to be involved in the fall production of *Little Shop of Horrors*. Both my student and I understand the time and financial commitment that he/she must make. **I have reviewed the Crew Call Times schedule** (see attached) and accept responsibility for my student attending all rehearsals and performances for the production and I will ensure that he/she is at all rehearsals on time (unless otherwise excused by the director previous to the time of absence). I will also provide transportation or make arrangements for transportation for my son/daughter to get to rehearsal at school. **I will serve in the lobby for at least one performance.** I will provide continuous support and volunteer to help make this the best experience for my son/daughter.

----- STUDENT SIGNATURE	----- DATE	----- PARENT SIGNATURE	----- DATE
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**Parent Contact Information:**

Name:\_\_\_\_\_ E-Mail:\_\_\_\_\_

Address:\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone:\_\_\_\_\_

I am interested in helping with: \_\_\_\_\_  
(please see "Parent Volunteer Jobs" on the following page for job descriptions)

**Parent Contact Information:** (\*only needed if both parents would like to receive email communications and/or volunteer)

Name:\_\_\_\_\_ E-Mail:\_\_\_\_\_

Address:\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone:\_\_\_\_\_

I am interested in helping with: \_\_\_\_\_  
(please see "Parent Volunteer Jobs" on the following page for job descriptions)

# LITTLE SHOP OF HORRORS PARENT VOLUNTEER JOBS

This description of volunteer opportunities should be reviewed prior to the Parent Meeting on **Tuesday, September 19<sup>th</sup> at 6:00pm.**

**ALL parents are asked to help with telegram and concession sales. A schedule for those shifts will be distributed closer to the time of the performances.**

**Banners** – Pick up banners from “Minuteman Press” in Torrance. Responsible for hanging banners when and where permitted (director will advise where arrangements have been made) and take down at completion of the show.

**Poster/Postcard** - Coordinate with director to pick up posters & postcards from “Minuteman Press” in Torrance. Coordinate poster distribution Thursday, October 5<sup>th</sup>. Insure that posters are displayed in as many places as possible - businesses, libraries, city halls, schools, etc. (a list of locations from previous shows will be provided). Encourage other parents and cast members to approach businesses where they might have a relationship. Postcards: Arrange for mailing with Perry Mailing Services. Allow plenty of lead time to insure mail delivery of postcards to area families a full 10 days to 2 weeks prior to first night of the show.

**Program/Ads:** Work with a computer publishing program to create the program that will be distributed at each performance. Receive and edit bios from cast/crew/band members. Work with the director to prepare all written material in the program. Collect ads and insert ad art into program. Work with headshot photographer to receive headshots to insert into bios. Take final program to printer and pick up programs when complete. Monitor number of programs left during the production and order more if needed. Send follow up letters to each sponsor, along with a program, thanking them for their donation.

**Display Case** – Arrange creative display with cast, crew, band headshots, and other show items and decor, within budget provided by director. Arrange for removal of all display case items & décor upon completion of show and return/storage of all items.

**Ticket Coordinator** - Oversee and fulfill all online ticket purchases. Be at each show 45 minutes before curtain to sell tickets.

**Telegrams** - Work with the director to design & purchase telegrams to be sold before the show and during intermission. Monitor and replenish telegrams as needed for performances.

**Props** - Work with director to create a prop list. Coordinate rental/purchase of props and deliver to the director. Replenish any perishable props during performances. Pack-up props during Sunday strike and return any rentals.

**Concessions** - Coordinate concessions donations and purchase of all snacks and beverages to be sold during the shows. Monitor and replenish concessions as needed for performances.

**Volunteer Coordinator** – Check-in and direct all parent volunteers for telegram and concession sales. Supervise cash boxes during each performance.

**Rehearsal Meals (Donation)** - Provide rehearsal meal for the cast, crew, band, and staff during Run-thru Week. Arrange for food, drinks, paper goods, utensils, and any cleaning supplies. Students will serve themselves and clear their own dishes, but parents are responsible for final clean up, including tables, floors and trash removal.

**Tech Dinners** – Provide dinner and dessert for cast, crew, band, and staff during Tech Week. Arrange for food, drinks, paper goods, utensils, and any cleaning supplies. Director will provide locations, final head count, and budget for each meal. Students will serve themselves and clear their own dishes, but parents are responsible for final clean up, including tables, floors and trash removal.

**Wrap Party** - Arrange for closing party for cast, crew, band, & staff on Sunday, November 5<sup>th</sup>, following strike. Organize food and drink within budget. Prepare invitation with location, phone number, time, and directions.