

## Godspell Information and Covenant

*Tech & Crew referenced in the Covenant are used interchangeably for all lighting, sound, build, and running crews*

### • The Covenant

- The Stewartstown Summer Theatre family consists of youth, parents, and adult staff. For a family to function well, we need to agree to how we live our life together. We believe that God calls us to live in covenant with each other. We know God will always be faithful. He asks us to be faithful to the best of our abilities in keeping to those things to which we promise.
- Return the covenant (signed by crew member and parent(s) to **SUMC no later than 7:00 PM on Thursday, June 5<sup>th</sup>**.
  - Along with the covenant, please also hand in a check for \$ 30 to cover the cost for meal(s) during the show performances (when performing both at the matinee and evening show on the same day), and the cast party. 2 or more children will be \$ 25 per child. Please make checks payable to SUMC.
  - You may return it by any of the following:
    - Mail to: Summer Theatre, 26 South Main St, Stewartstown, PA 17363
    - Hand deliver to the church weekdays 8am-7pm (place in grey bin outside the ramp door)
    - Drop in secure mail slot in the ramp door at the church
    - Email [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com) (mail registration payment to above address)
    - We also accept Paypal sent to [churchadmin@stewartstownumc.org](mailto:churchadmin@stewartstownumc.org)

**CREW REGISTRATION IS ONLINE PLEASE COMPLETE THIS FORM IF YOU HAVE NOT ALREADY DONE SO: <https://forms.gle/ZdrGFay5oUTQ6kFw8>**

### FIRST CREW MEETING

**THURSDAY, JUNE 5 7-9:30 PM**

**ALL CREW MEMBERS SHOULD MAKE ATTENDANCE FROM JULY 20-AUGUST 10 A PRIORITY HARP LOAD IN MONDAY JULY 21 WILL BEGIN AT 9 AM.**

**If possible, please schedule all vacations prior to July 20th .**

### • Attendance

- We understand family schedules vary during the summer. We ask that crew members miss no more than 10 rehearsals and 4 of the 12 performances.
- Due to technical needs, additional sessions may be scheduled in June.

### • Rehearsal Schedule

- June 1 to July 17—All Crew members attend Thursday Evenings (6:30-9:30) and small groups & Worship on Wednesday evening (start time TBD- 9:15)
- July 20 to July 26 – Crew members attend Sunday afternoon (approx. 2-6) (SUMC) and Tuesday thru Thursday evenings (approx. 6-9:30) as requested by managers
- Monday July 21 –Starting at 9 am , load in to HARP
- July 25 (Friday) 6-9 pm Tech Only Rehearsal (HARP)
- July 26<sup>th</sup> and July 27<sup>st</sup> – Tech Day (approx. 10 AM – 4 PM on Saturday and noon – 6 PM on Sunday) (This is with cast, crew, props and orchestra)
- July 28 to August 9 – Dress Rehearsals and 12 Performances
- August 10 – Set Strike (Mandatory for all crew)
- August 10 – Musical party following Set Strike (not mandatory, but highly recommended)

- **Illness Policy**
  - Summer Theatre participants should not be sent to rehearsals/shows if they have been ill during the night or early morning. If a fever was involved, they should be free of any fever for 24 hours before returning to rehearsals/shows. Anyone exposed to COVID 19 should follow state quarantine guidelines. Administration reserves the right to send the participant home or refuse entry to rehearsal/show due to illness.
- **Clothing Needs**
  - During the dress rehearsals and performances, all crew members will need to dress in black.
  - All crew members should wear appropriate footwear at all times when in the theatre (no sandals or open toed shoes)
  - Show T-Shirts will be available for purchase, but are not required.
- **Communication**
  - There will be a weekly email. This will include the schedule as well as any pertinent information for the upcoming week. Please make sure you list an email that is checked frequently.

**IMPORTANT CONTACT INFORMATION:**

Producers – Joe Reed [JReed@stewartstownumc.org](mailto:JReed@stewartstownumc.org) ( 717-6546142)

Administrator: Janice Bosley (Lead Administrator) – 443-392-6790

Stage Crew Managers: Jules Quintilian [jqpandagirl@icloud.com](mailto:jqpandagirl@icloud.com) (717-870-8605)

Chad Heaps [carefullturtle@gmail.com](mailto:carefullturtle@gmail.com) (717-881-0256)

All Administrators respond to [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com) (preferred contact)

**Questions not answered here? Feel free to**

- email [stewartstownsummertheatre@gmail.com](mailto:stewartstownsummertheatre@gmail.com), call the administrators 717-746-6216
- or if you need an immediate answer, call or text Janice Bosley at 443-392-6790

**Detailed Schedule Please keep a copy of this page for reference**

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

**Please indicate those rehearsals you will NOT be able to attend.**

**Rehearsals**

**Beginning July 22, all rehearsals/performances will be at HARP Community Center**

Run Through Week – July 21-26 (*Crews stage managing, sound, learn lighting rehearsals*)

\_\_\_ Sunday July 20 - 1-6 pm

\_\_\_ Wednesday July 23 – 6:00-10 pm

\_\_\_ Monday July 21 – 9:00 am-setup complete

\_\_\_ Thursday July 24– 6:00-10 pm

\_\_\_ Tuesday July 22 – 6:00-10 pm

\_\_\_ Friday July 25 6:00-9:00 (Tech Only)

Dress Rehearsal Week – July 26– July 29 (*Full dress rehearsals with cast /crew/orchestra*)

\_\_\_ Saturday July 26 – 9 am-4 pm

\_\_\_ Monday July 28 - 6-11 pm

\_\_\_ Sunday July 27 – 12 pm - 6 pm

\_\_\_ Tuesday July 29 - 6-11 pm

**Performances - Check any performances you can NOT attend (maximum 4). Curtain 7pm unless specified**

**For a 7:00 curtain, crew arrival time is 5:15. For a 2:00 pm curtain, crew arrival time is 12:15**

\_\_\_ Wednesday July 31

\_\_\_ Tuesday August 6

\_\_\_ Thursday August 1

\_\_\_ Wednesday August 7

\_\_\_ Friday August 2

\_\_\_ Thursday August 8

\_\_\_ Saturday August 3 (2 pm)

\_\_\_ Friday August 9

\_\_\_ Saturday August 3(7 pm)

\_\_\_ Saturday August 10 (2 pm)

\_\_\_ Sunday August 4

\_\_\_ Saturday August 10 (7 pm)

**Please be aware that the dates and times above are subject to change. The schedule for Crew depends on other factors, so this is our best estimate at this time.**

## CREW MEMBER COVENANT

As a member of the crew of "Godspell", I understand I must be present for all rehearsals when I am required, other than the dates I have indicated on my schedule. In addition: (Please initial each section)

### I AGREE TO: \_\_\_\_\_

- Be on time and come prepared to rehearse
- Honor God with my actions both on and off stage during this production
- Participate in weekly small group Bible study
- Dress appropriately abiding by the guidelines stated in the Summer Theatre Handbook
- Handle costumes, props and set with respect.
- Treat all cast, crew and staff with respect
- Speak and act in ways which encourage other cast and crew
- Participate in weekly small groups & worship
- Work with power tools only under the guidance of adult tech managers

### I AGREE NOT TO: \_\_\_\_\_

- Smoke or Vape on church property
- Leave the areas of the church that are designated for use during theatre rehearsals to roam other parts of the building or to go outside while waiting for my rehearsal time
- Leave the church building from the beginning of my first scheduled rehearsal for the day to the end of my last scheduled rehearsal for the day
- Engage in any physical altercations or rough housing with the other crew or cast members
- Engage in foul language
- Use alcohol or illegal drugs
- Engage in conversation of explicit sexual nature
- Engage in gossip
- Act inappropriately on or off church property
- Engage in any public display of affection beyond hand-holding on church property.

Failure to comply with any part of this covenant may result in being dismissed from rehearsal, which will count as an unexcused absence. Continued disregard for the covenant will result in dismissal from the show.

**Note regarding final show spoofing:** Cast and crew members have traditionally felt that the last show could be considered a "spoof" night. The production team does not support this practice and will not allow any member to take the stage if they are "spoofing". We expect all actors and crew members to act professionally during the entire run of performances. The director appreciates and encourages cast member input into the entire show and will take suggestions made during the rehearsal times into consideration. By signing below, you agree to not participate in any "Spoof" or unapproved acting during any performance.

**Electronic Devices Note:** No iPods or electronic games should be brought to rehearsals or shows. Cell phones should not be used during rehearsals or shows. If a cast/crew member brings an item to rehearsal or show that is found to be disruptive, staff reserves the right to confiscate the disruptive item(s) for the duration of the rehearsal or show.

**IF I FAIL TO KEEP THIS AGREEMENT, I UNDERSTAND THAT WARRANTS DISMISSAL FROM THE SHOW.**

Youth Signature: \_\_\_\_\_ Printed: \_\_\_\_\_

## VOLUNTEER DESCRIPTIONS

**Stage Support:** Set construction can be done on-site or you can be given the materials/instructions and build the set piece at home

**\*Camera/Video:** Multiple cameras are needed to provide feeds to the pit, dressing rooms, backstage as well as for recording the show. If interested training can be provided

**\*Makeup/Hair:** This occurs during the 2 hours prior to the show and is completed before the show starts. Safe Sanctuary may be required depending on location of stations.

### **Costuming:**

\* Costume production – making costumes using patterns or creativity as per the costume director, fittings, alterations (F) Some costumes may be worked on at home.

\*Costume clerical – making tags/labels, getting youth to bring things in, keeping track of who is wearing what, will need to be available when the youth and costume manager are in

(F) Costume crafting – glue gun and paint! No sewing required

(F) Costume shopping – scour thrift stores for items in specific sizes

(F) Mending, hemming, hand sewing

Ironing – needed the week before run throughs and after the mid week wash

\*Costume maintenance during performances and dressing room monitor– use safety pins, duct tape, etc to temporarily fix last minute damages, make sure kids are caring for costumes, check kids out at the end of the night when they are cleaned up,

Signups will be sent out in July for help with ushering, intermission sales, and flowers. These are roles that can be filled while watching the show and so are NOT included in the parent covenant.

## PARENT COVENANT AND INFORMATION REQUEST

As parents of a crew member of "Godspell", we understand the importance of supporting this activity for our child. We realize that our child will be participating in both small group study relating to themes from the show and large group worship, both to be held on Wednesday evenings. Youth Name: \_\_\_\_\_

WE AGREE/WE HAVE:

- To support our child's commitment to Summer Theatre
- To see that our child has prompt transportation to & prompt pick up from rehearsals and performances
- To pay a \$40 fee assessed for the replacement of my child's assigned script book if it is damaged beyond repair, lost, or not returned by July 29, 2018
- Reviewed our child's summer schedule & verified that, to the best of our knowledge, it is correct & complete
- Tasks with an asterisk require safe sanctuary
- That each parent will help support the production by helping in 1 of the areas noted below (Please mark 1, 2, 3 in order of preference for both parents.) The areas indicated in bold are the areas in which we need the most help due to their nature. Carefully consider them. *Areas marked with an F (Flexible) mean that you can set your hours within the needed times.*

Parent 1 Name: \_\_\_\_\_ Parent 2 Name: \_\_\_\_\_

### Stage Support

Parent1 Parent2

- \_\_\_ **Set (Art)**
- \_\_\_ **Set Construction (Carpentry) (F)**
- \_\_\_ Set Transport (5/31, 7/21)
- \_\_\_ Set Strike (Sunday August 10 12:30-5pm)
- \_\_\_ Props Production (making items) (F)
- \_\_\_ Backstage Monitors\* (shows/dress rehearsals)
- \_\_\_ Lighting Set-up (Scheduled with Lighting Manager)
- \_\_\_ Sound Set-up (Scheduled with Sound Manager)
- \_\_\_ Camera/Video\* (tech/dress/shows)
- \_\_\_ Lighting / Sound Run During Shows (with instruction)
- \_\_\_ Lighting / Sound Teardown (8/9 Sched w/Manager)

### Costumes (Indicate Skill Level:

Beginner, Intermediate, Advanced)

Parent1

Parent2

- \_\_\_ Costume Production (F). \_\_\_\_\_
- \_\_\_ Costume Crafting (F) \_\_\_\_\_
- \_\_\_ Costume Shopping (F)
- \_\_\_ Mending, Hemming, Handsewing (F)
- \_\_\_ Ironing
- \_\_\_ Costume maintenance during performances\*
- \_\_\_ Costume Clerical\*

### Hair/Makeup

- \_\_\_ **Hairstyles\*** (4 shows/dress rehearsals)
- \_\_\_ **Makeup\*** (during rehearsals/performance)
- If you are willing to help with Hair/Makeup in ADDITION to being assigned to another area, please check here: \_\_\_\_\_

### Orchestra (See list on website)

Parent1 Parent2

- \_\_\_ Play in Pit Orchestra
- Indicate instrument: \_\_\_\_\_
- Skill level (circle) Moderate Advanced

### Support Staff

Parent1 Parent2

- \_\_\_ Help with Musical Party (Sun, Aug 10)
- \_\_\_ Patron Ads (F)(May/June)
- \_\_\_ Publicity (F)
- \_\_\_ New Freedom Parade Float (7/5)
- \_\_\_ Stewartstown Parade Float (7/19)
- \_\_\_ Social Event Help (6/22)
- \_\_\_ Social Event Help (7/13)
- \_\_\_ Costume laundry (pickup 8/3 return 8/5)

We need support from both parents in this production. If either parent cannot help in any of these areas please help us by specifying the reasons why (work schedule, death, divorce, etc)

### ADDITIONAL INFORMATION

Please provide information on any allergies or medical conditions of which staff should be aware:

Gluten Free? Yes No Vegetarian? Yes No

Do we have your permission to give your child the following medications?

Tylenol? Yes No Ibuprofen? Yes No Tums? Yes No

If you live within walking/bike riding distance of the church and your child is allowed to walk and/or ride their bike home please initial here: \_\_\_\_\_

All volunteers must have Pennsylvania Clearances in order to work with the cast/crew members. This includes three clearances – FBI Fingerprinting (or Affidavit if applicable), PA State Police, and PA Child Abuse. They are valid for 5 years from date obtained. Please indicate your clearance status below:

Parent 1

Parent 2

\_\_\_\_\_ I have all my clearances within date, and Stewartstown Summer Theatre has them on file

\_\_\_\_\_ I have some of my clearances and Stewartstown Summer Theatre has them on file.

Indicate which clearance(s) you need to obtain: \_\_Fingerprinting (or affidavit) \_\_PA State Police \_\_PA child abuse

\_\_\_\_\_ I have all my clearances and will submit copies to Stewartstown Summer Theatre

\_\_\_\_\_ I have some of my clearances and will submit copies to Stewartstown Summer Theatre.

Indicate which clearance(s) you need to obtain: \_\_Fingerprinting (or affidavit) \_\_PA State Police \_\_PA child abuse

\_\_\_\_\_ I don't have any clearances, but will get them

\_\_\_\_\_ I don't have any clearances and do not wish to get them.

\*\* Those adult volunteers who have regular and direct contact with youth during the summer, i.e. backstage monitors, hair, makeup, and some areas of costuming, will also need (in addition to the 3 required clearances) to 1) complete a brief volunteer application and 2) complete online training before participating on any such volunteer committees. Those links will be provided by the leadership of those committees.

\_\_\_\_\_ Volunteer application on file with Stewartstown Summer Theatre/SUMC

\_\_\_\_\_ Training Certificate (within the past 5 years) on file with SST/SUMC

\_\_\_\_\_ I don't have Application and/or Training but will get them.

Parent #1 Name – Printed: \_\_\_\_\_ Parent #2 Name – Printed: \_\_\_\_\_

Parent #1 Signature: \_\_\_\_\_ Parent #2 Signature: \_\_\_\_\_

**\*\* Please note: Stewartstown Summer Theatre will have staff taking pictures during rehearsals, shows, and theatre events. These pictures will be used in promotions for Stewartstown Summer Theatre. However, photography and video recording of the show by any other persons is strictly prohibited. Posting pictures or videos of the production on the internet in a non-secure location without Stewartstown Summer Theatre's permission is also prohibited. \*\***