



STAGE TECH

Mrs. Elizabeth Jordan,
Theatre Director 2016-2017
ejordan@sjustd.org

This course is a companion to all phases of the study of theatre. The first semester covers the “behind the scenes” aspects of theatrical performance. Students will be



introduced to a variety of activities including set design and construction, special effects, sound and lighting design, costume

and make-up design and construction, prop construction and theatre management with an emphasis on procedures and techniques in all these areas. Students act as technical advisors to all major school productions and drama presentations. This course provides students the opportunity to develop the skills in theater management and production to enable them to qualify as technicians for the school theater. Prerequisite: None

After school rehearsals and evening/weekend performances are required.



Course Materials to be brought to class DAILY:

- Binder paper, 2 sharpened pencils, eraser, colored drawing pencils, ruler, scissors, hi-liters.
- **Any script** given to student for use in class must be *brought daily* and kept in a 3-prong report cover.



DUE ON/BEFORE Aug. 22:

- Sewing kit containing One (1) package each:
 - Sewing needles,
 - Dressmaker pins,
 - Safety pins



TO BE DETERMINED:

Other items such as props, costumes, fabric and/or craft supplies, etc. Will be assigned as necessary.

DRAMA CLASS RULES:

1. **Kind Words and Actions Only.** We will be taking risks in this class. Our classroom will be a safe place for everyone to try out new ideas.
2. **QUIET!! When Teacher Talks.** Respect teacher when she needs your attention.
3. **Seated and Ready BEFORE Final Bell Rings.** Student will otherwise be marked TARDY.
4. **PARTICIPATE.** This is an active, participation-style class. The student's grade will be dependent on his/her PARTICIPATION, COOPERATION and ATTITUDE in the classroom.
5. **Water Only.** Student MAY bring water to class in a closed container. Food should be eaten outside of class. Gum is not allowed at Hoover.

CONSEQUENCES:

Consequences for breaking rules and disruption in class are at teacher's discretion and can be:

1st offense: Name on board. (Yellow Card)

2nd offense: Loss of daily participation points and verbal reminder/warning. (Orange Card)

3rd offense: Call home to parent. (Red Card)

4th offense: Referral and Call Home

GRADING: *Based on Daily participation, preparation and attendance:*

- Student earns 5 daily Participation Points for active participation, cooperation and good attitude. 3 points removed for every day student is not in class, an unexcused absence results in no points for that day.
- ALL points removed for each incident of food or gum; 1 point removed for tardiness/lateness to class and/or each incident of class disruption.
- Students may earn additional points and receive R²S³ cards and other rewards for their positive contributions to class.
- Students are expected to come to class prepared for the day's activities, bringing all needed/required materials to class each day. This may mean typing or bringing a script, prop, costume, completing a paper, and/or memorizing lines, etc. No materials=no points.
- No points if the student is not present on the day scheduled for an Individual or Group Project Presentation.
- **For after school rehearsals (ASR):** 25 points per rehearsal hour. If student misses any part of the rehearsal they will earn 0 points for that hour.

Homework:

- **Student will write** Assignments in the Hoover Homework Planner.
- Must be turned in on time! Late work will receive 1/2 earned points if turned in within one week of being late.

PERFORMANCE INFORMATION:

Drama performances begin at 7:00 p.m. Tickets are \$10 for adults, \$5 for students. Every person (even babies) needs to purchase a ticket. Adult chaperones helping with performances and rehearsals will earn a free ticket!



REHEARSAL AND PERFORMANCE SCHEDULE: *Please note that MORE performances/rehearsals may be added to this schedule for our Tree Lighting, Recruitment Tours, Assemblies, Back to School Night, Arts on the Green, etc. Please check student planner and the website.*

Fall Play: Performances Nov. 17, 18, 2016

Rehearsal Schedule:

- **Nov. 2, 3, 7, 9, 10** - After school rehearsal from 3:30 p.m. to 5:30 p.m. in Rm. 74.
- **SUNDAY, Nov 13 - LOAD IN THEATRE - STAGE TECH ONLY 1-4 P.M.**
- **Nov 14, 15** - After school rehearsal until **8 p.m.** in Hoover Community Theatre. Bring a COLD dinner to eat at a TBD break.
- **Nov 16** - After school rehearsal until **7 p.m.** in Hoover Theatre; preview performance/ dress rehearsal at **4 p.m.** by invitation only. Pictures will be taken prior to the rehearsal performance.
- **Nov 17 - FALL PLAY PERFORMANCE!** Student must be present (call time) at **6:00 p.m.** Student should eat BEFORE arriving. Performance begins at 7.
- **Nov 18 - FALL PLAY PERFORMANCE!** Student must be present (call time) at **6:00 p.m.** Student should eat BEFORE arriving. Performance at 7. Strike immediately following; student is expected to stay until the END of strike.

Spring Play: Performances March 30-31, 2017

- **Rehearsal Schedule: March 15, 16, 20, 22, 23** - After school rehearsal from 3:30 p.m. to 5:30 p.m. in H-106 and/or Rm. 74.
- **SUNDAY, MARCH 26 - LOAD IN THEATRE - STAGE TECH ONLY 1-4 P.M.**
- **March 27, 28** - After school rehearsal until **8 p.m.** in H-106. Bring a COLD dinner to eat at a TBD break.
- **March 29** - After school rehearsal from 3-6 in Hoover Theatre; preview performance/ dress rehearsal at 4 p.m. by invitation only. Pictures will be taken prior to the rehearsal performance.
- **March 30 - FALL PLAY PERFORMANCE!** Student must be present (call time) at **6:00 p.m.** Student should eat BEFORE arriving. Performance begins at 7.
- **March 31 - FALL PLAY PERFORMANCE!** Student must be present (call time) at **6:00 p.m.** Student should eat BEFORE arriving. Performance at 7. Strike immediately following; student is expected to stay until the END of strike.

REHEARSAL AND PERFORMANCE SCHEDULE: *Your student is expected to attend all after school rehearsals. Check the website for updates to days and times. Rehearsals and Performances are MANDATORY. Questions? Contact me! ejordan@sjusd.org*

IMPORTANT NOTE: DUE TO THE PERFORMANCE-BASED NATURE OF THE COURSE, FAILURE TO ATTEND ANY PERFORMANCE FOR ANY REASON OTHER THAN GRAVE MEDICAL EMERGENCY OR FAMILY TRAGEDY WILL RESULT IN THE STUDENT'S FINAL GRADE BEING LOWERED A FULL LETTER FOR EACH INSTANCE. PLEASE PROVIDE A DOCTOR'S NOTE.

RULES FOR PERFORMANCES and REHEARSALS: PLEASE PICK UP YOUR STUDENT ON TIME!!!!

1. ARRIVE ON TIME. CHECK CALL TIME. Late arrival loses points.
2. Cell phones/electronics OFF during rehearsal time. NO ELECTRONICS BACKSTAGE of any sort including cameras, electronic games, ipods, mp3 players, etc. Electronic items wreak havoc with the audio system in the theatre, distract from the student's focus on the performance or rehearsal, and are in danger of being lost or stolen.
3. Students are expected to remain quiet during rehearsals and performances backstage and in the audience. They may quietly complete any homework they need to do during rehearsals.
4. Students must be respectful of all adult helpers, following directions given to them. If they have a question about any direction given to them by an adult helper backstage, they should direct it to Mrs. Jordan, during rehearsals or performances in a quiet, respectful manner. Disrespectful behavior may cause your child to have to be picked up early from rehearsals and lose performance points.
5. Students are REQUIRED to participate in the strike at the end of the final performance. Not attending strike will lower your student's grade a full letter.
6. Student must NOT LEAVE the theatre/rehearsal premises unless they have been given permission by Mrs. Jordan. Student may walk home/ take the bus/leave with another parent after a rehearsal or performance if they have given Mrs. Jordan written permission from their own parent containing information about how the child may go home (i.e. walk, take bus, ride with another student) and a phone number where the parent may be reached, otherwise student must "show Mrs. Jordan the Parent" before being allowed to leave. Parent MUST come to the room H-106 door at the parking lot at Naglee/Park when picking up from H-106, or the Room 74 door at Sandringham/Park during the week of the performances. This is for YOUR child's safety.
7. Parents agree to pick up their student ON TIME. I am not a babysitting service and will charge \$1 per minute that your child is left with me after the pick up time passes. This fee may be paid in cash only and will be due at the time you pick up your child.
8. Your student is expected to attend all after school rehearsals. Check the website for updates to days and times. Rehearsals and Performances are MANDATORY.

IMPORTANT NOTE: DUE TO THE PERFORMANCE-BASED NATURE OF THE COURSE, FAILURE TO ATTEND ANY PERFORMANCE FOR ANY REASON OTHER THAN GRAVE MEDICAL EMERGENCY OR FAMILY TRAGEDY WILL RESULT IN THE STUDENT'S FINAL GRADE BEING LOWERED A FULL LETTER FOR EACH INSTANCE. PLEASE PROVIDE A DOCTOR'S NOTE.

STAGE TECH 2016-2017

Student and parent please read and sign this form and return it for credit to class on: **FRIDAY, August. 19, 2016.**

*I have read the information sheet regarding rules, materials, rehearsals and procedures of Hoover STAGE TECH. I **understand that rehearsals and performances are mandatory.***

Print Student Name: _____

Student Signature/Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature/Date: _____

Student email: _____

Parent/Guardian #1 email: _____

Parent/Guardian #1 Phone #(_____) _____ - _____ Can text: __Yes__ No

Parent/Guardian #2 email: _____

Parent/Guardian #1 Phone #(_____) _____ - _____ Can text: __Yes__ No

Student cellphone #(_____) _____ - _____ Can text: __Yes__ No

NOTE: Email addresses and phone numbers will only be used to contact you with Hoover STAGE TECH information or to communicate with you about your child.

PLEASE COMPLETE THIS FORM AND RETURN TO MRS. JORDAN AS SOON AS POSSIBLE



**PARENT-PUPIL PERMISSION SLIP
FOR WALKING FIELD TRIPS**

Dear Parent:

MRS. JORDAN will be taking her assigned classes on “walking” study trips scheduled during the school day for the 2016-2017 school year. These excursions will be “walking” field trips to collaborate with Lincoln High School and/or Trace Elementary School to enhance the educational enrichment of your child’s Performing Arts’ experiences at Hoover Middle School. A note will be sent home (in advance) to advise all parents regarding the time, place, and specific classroom location prior to any scheduled study trip. This field trip form will remain on file and be effective throughout the 2016-2017 school year. Please sign, date and return this permission slip to MRS. JORDAN. THANK YOU!

Elizabeth Jordan, Theatre Director

Method of transportation will be: WALKING.

Please indicate your approval for your child to go on Performing Arts study trips by signing in the space provided below and complete the emergency phone number and chaperone sections.

I give permission for _____
to go on “WALKING” study trips scheduled throughout the 2016-2017 school year provided by the Performing Arts Department at Hoover Middle School.

Parent signature/date _____

Emergency phone numbers:

NAME/RELATIONSHIP/PHONE NUMBER:

NAME/RELATIONSHIP/PHONE NUMBER:

____ Yes, I would like to chaperone during the field trips.