

# HOPEWELL MEMORIAL JR. HIGH SCHOOL

*proudly presents*



## WELCOME LETTER

*(STAGE CREW INFORMATION PACKET)*

Welcome, Students and Parents, to the Hopewell Jr. High Musical!

We are thrilled to have you join us as part of the 2019-2020 production, “Mary Poppins, JR.” Many of you are returning after being a part of “Elf, JR.” last school year, and we hope to continue growing the program and increasing our level of success this year. To those who are joining us for the first time, I guarantee your experience with musical theatre will leave you wanting more.

This packet serves to provide you with some basic information about the production and audition procedures for this year’s show. If you have any questions at any point during the musical season, please do not hesitate to ask! Our belief is that open lines of communication are essential to a successful production. You can find my contact information below.

Once again, welcome! And thank you for choosing to be a part of this wonderful opportunity!

Sincerely,

**Chad Toporski**

*Producer & Club Sponsor*

[toporskic@hopewellarea.org](mailto:toporskic@hopewellarea.org)

**Sarah Bober**  
*Stage Director*

**Annette Doria**  
*Choreographer*

**Austin Almendarez**  
*Artistic Director*

# HOPEWELL MEMORIAL JR. HIGH SCHOOL

*proudly presents*



## STAYING CONNECTED

The key to any successful production is making sure all information is communicated clearly and quickly. While we will occasionally send out paper flyers home to get information home, the absolute **BEST** way to stay on top of news and changes is to connect digitally. The following methods of communication will be used extensively by the musical directors to post information, reminders, and other announcements:



**Music Website** (*general information*)

<http://www.hopewelljrmusic.com/musical.html>



**Facebook** (*parents only*) - **HIGHLY RECOMMENDED**

<https://www.facebook.com/groups/hmjhsmarypoppins/>



**Remind** (*students and parents*)

<https://www.remind.com/join/hmjhs-mpjr>

- OR -

Text **@hmjhs-mpjr** to **81010** using your mobile phone for text notifications.



## STAGE CREW INFORMATION

### What is Stage Crew?

Stage crew students are a vital part of a production's success. Even though they aren't seen throughout the show, they work behind the scenes to make sure all the technical elements are running smoothly. Being a member of stage crew is a demanding job, because one wrong move could affect the show more noticeably than a forgotten line or missed entrance. Every cue needs to happen on time and in exactly the right way for things to run safely and smoothly.

### What jobs or roles are available?

There are a few different types of jobs the stage crew members can fulfill. These include:

- **Stage Hands** - they work onstage moving set pieces during scene changes
- **Rail Operators** - they fly vertical scenery in and out using the ropes backstage
- **Spotlight Operators** - they run the follow spots to highlight specific actors onstage
- **Light Board Assistant** - helps coordinate the light board cues and changes
- **Sound Assistant** - helps run the accompaniment tracks at the sound board

### How does my child get assigned a job?

Weekly workshops will be held for all stage crew members to learn the basics of every job and familiarize them with each aspect of technical theatre. They will thoroughly understand and demonstrate good safety practices, as well as get hands-on learning opportunities with guidance from experienced teachers.

A few weeks before the show, we will assign specific jobs and tasks to each crew member based on their skillset and familiarity with them. Those students who demonstrate more responsibility and reliability during the workshop process will likely be given more important tasks during the show. Just like the cast, though, there is a role for everyone, and it is our job to make sure we find the best fit for each crew member as it relates to the needs of the production.



## IMPORTANT DATES

\*\*\* All activities and events will take place at the High School Auditorium. \*\*\*

### **Script Read-Through:**

- Wednesday, September 11th @ 3:30 PM

### **Stage Crew Workshops:**

- Every Wednesday from 3:30 – 5:00 PM, starting on September 25th

### **Rehearsals:**

- Monday through Thursday, 3:30 – 6:00 PM, starting on Wednesday, October 23rd

### **Tech Week Rehearsals (MANDATORY):**

- Tuesday, November 12th – Thursday, November 14th  
5:00 – 8:00 PM

### **Performances:**

- Friday, November 15th @ 7:00 PM
- Saturday, November 16th @ 2:00 PM
- Saturday, November 16th @ 7:00 PM

### **Musical Family Banquet:**

- Saturday, November 16th @ 4:00 – 6:00 PM (*in between performances*)

### **Set Strike, Costume Return, and Clean-Up (MANDATORY):**

- Sunday, November 17th @ 10:00 a.m. – 3:00 p.m.
- Students may stop in at any point to turn in their costume items and help clean up.