

RUN CREW RESPONSIBILITIES/EXPECTATIONS

When you are on the Run Crew for a production, you are an important and integral part of the production team. It is imperative that you conscientiously fulfill your responsibilities and expectations. This sheet is intended to help you understand your duties, responsibilities, and expectations.

ALL CREWS

- All Run Crew members are expected to attend the Crew View rehearsal (Rough Run through)
- Run Crew members are required to wear black clothing
- Please be quiet back stage.
- No crew members should ever be visible to audience members in hallways, restrooms, and particularly in the theatre proper except in the case of true emergency or if required by a unique production duty.
- In any Theatre productions, no crew members should be seen in the hallway leading to the Theatre suite, and especially not in the main hallway outside the Theatre.
- In this case, no one should be seen in line any possible line of sight for the film shooting.
- All electronics (cell phones, laptops, iPods, Blackberries, etc. etc. etc.) must be turned completely off backstage. These devices disrupt the sound and headset equipment and are an unnecessary distraction to cast and crew. The Assistant Stage Manager/LF assistant will enforce this policy.

SOUND TECHNICIANS

- Read play
- Generate Sound Cue List with cues and possible music
- Gather examples of music and sound cues for Director's approval by "Sound Plot Due" date
- Learn computer sound program
- Record sound mini-disc, cd, or computer files as appropriate
- Set cues and sound levels
- Generate Sound Cue Sheets
- Determine if and where microphones will be used
- Cable and dress all speakers including backstage and hallway monitors
- Insure all mics have fresh batteries
- Attend Dress Rehearsals
- Strike headsets prior to preview
- Return equipment to appropriate location

SCENE/PROPS CREW - DURING PRODUCTION

- Read the play
- Make a list of all the prop/set pieces needed.
- Be creative with your prop creations: for example, make paper sidings for teacher's vehicles that can be used as the police cars; transform measuring sticks into guns, etc.
- Is responsible for implementing any scene changes during performance including but not limited to set pieces, set dressing, furniture, etc. and for any flying and some costume changes.
- Is responsible for the upkeep, repair, cleaning, and running of all props during the run of a particular production.
- During the rehearsal period, the Props Crew behaves as any other crew (electrics, paint, set construction, etc.) in attending costume work calls held by the Props Designer. These work calls may include building or shopping for props.
- During Dress/Tech Rehearsals and performances, Props Crew members are on the Run Crew and may also be assigned other backstage duties.
- Props Crew insures the safety and sanitation of all props and consumables during the run of a production.
- During Strike, Props Crew is responsible for returning props and insuring all items are returned in good condition.

COSTUME/MAKEUP CREW - DURING PRODUCTION

- Read the play
- Get the measurements/sizings for each actor/actress
- Find out what costume pieces an actor/actress might already own or could lend to someone else.
- Make a list and ask around to see who has what
- Is responsible for the upkeep, repair, cleaning, and running of all costumes during the run of a particular production.
- Wardrobe Crew members are on the Run Crew and may also be assigned to assist with quick changes or other backstage duties.
- Wardrobe Crew members are responsible for laundering and repairing costumes, and neatening of the Costume Shop. These duties will be assigned by the Costume Supervisor.
- During Strike, Wardrobe Crew is responsible for assisting the Costume Supervisor in returning costumes and insuring all items are returned in good condition.
- Is responsible for assisting cast members with Hair/Make-up application during the run of a particular production.
- Actors should apply their own make-up and hair style unless there are special make-up effects or particularly complicated hair styles. Hair/Make-up Crew members are present to assist and facilitate.
- Hair/Make-up Crew members are responsible for helping to keep make-up area clean and sanitary.
- Notifies LF Support of the need to restock any supplies used during the run of the show.
- During Strike, Hair/Make-up Crew is responsible for assisting Hair/Make-up Designer in cleaning and storing make-up supplies and cleaning make-up area.