

# Fellow Travelers

Crew Info Packet

3/20/23

V1.AS

Hi! Welcome to the Fellow Travelers Scenic Crew. We are so excited to have you along for this show, but there are a few things we would love to go over before we start:

## **SM Team**

PSM: Quinn Morgan

ASM: Anika Shirvaikar (973-288-5034)

ASM: Morgan Piper (331-262-4641)

PA: Jordan Shaw

Email: fellowtravelersccm23@gmail.com

## **Content Warnings**

This is an emotionally intimate show with elements of sexual content, coercion, abortion, physical abuse, drug and alcohol abuse, mention of suicide and firearms. If, at any point, you feel like it is too much, please find either me or Morgan and let us know. Please feel free to contact Stage Management with any questions, comments, comments or concerns you may have regarding this production. Your work is an integral part of our production. We are here to help and support you throughout this process.

## **Backstage Responsibilities**

Each crew member will be given running paperwork listing the responsibilities of each member during the run of the show. Please put your name at the top of the paperwork, note any changes, and return it to the Stage Management Team at the end of the night, so that we can update it. You will be given updated paperwork at the start of every call. If you receive a broken prop or break a prop, PLEASE let an ASM know so it can be fixed as soon as possible. Accidents happen, it is important that you report them before the broken prop becomes worse or it happens to go on stage.

## **Backstage Etiquette:**

Please arrive before the start of your call with all necessary materials and in appropriate dress. When the performers are working on stage, please try to keep talking to a minimum. You may have your phone on you backstage. However, it must be silenced, and Stage Management maintains the right to confiscate it at any time if it becomes a distraction. That being said, please try to pay attention when you know you have something coming up. Always move out of the way of the performers backstage if you are not doing work. Please keep all belongings in the shop, so all items are as secure as possible. Sleeping backstage will not be allowed. If you need to leave the theater when we are not on break, please let an ASM know.

Assoc. Dir: D. Zholnerova

Assoc. Dir: G. Eldridge

Maestro: B. Langley

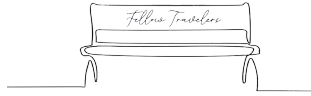
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fellowtravelersccm23@gmail.com

PSM: Quinn Morgan

ASM: Morgan Piper

ASM: Anika Shirvaikar



### **Food and Drink:**

Sealable water bottles are allowed backstage, but ALL other food and drink is not permitted in the theater. Please eat before coming to call.

### **Attendance:**

We will meet in the Scene Shop at your assigned call time every rehearsal/performance. Please see the tech schedule provided to you for the calls you will be required to attend. The CCM policy is that a single unexcused absence or tardy will result in immediate removal from the show, causing you to need to repeat the assignment on a different show. **If you are running late, call Anika before the listed call time.** At the end of each day we will check back in together in the Scene Shop. DO NOT leave the building until you are dismissed as a group by the ASMs.

### **Sign-In**

A sign in QR Code will be posted at the entrance to the shop. Please sign in when you arrive before your call time, so we know you are here. If you do not sign in, you will be marked absent or tardy. Signing in for other crew members is not allowed, even if they are in the building.

### **Guests**

Visitors are not permitted backstage at any time during the run of the show. If you see someone backstage that you think doesn't belong or has an unfamiliar face, please let an ASM or Stirling know immediately so that we can assess the situation.

### **Technology**

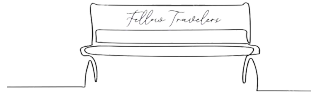
Laptops and tablets are NOT permitted backstage, and will be taken by Stage Management if seen. As stated earlier, Stage Management has the right to confiscate your phone at any time. Headphones are NOT allowed backstage.

### **Communication**

Emails will be our primary form of communication throughout this process. Please put the contact numbers for every member of the Stage Management Team in your phone. Please also check your UC email often (even junk mail) and let us know if you are having any issues receiving information.

### **Dress Code**

Please wear long pants and closed toed shoes to all calls. Starting on **Tuesday, March 28th**, you will be running blacks during Tech Rehearsals. Run blacks include long black pants, long sleeve black shirts without writing or logos, and black shoes. Remember you are on a run crew, dress appropriately for the job you are doing.



*Fellow Travelers*

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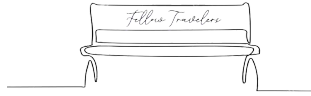
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### **Emergency Rules and Procedures**

In the event of an emergency including severe weather or fire, the Stage Management Team will be your point of contact backstage. Please remain calm and quiet and listen for instructions. Please let a member of the Stage Management team know immediately if you ever feel unsafe.

### **Injuries**

If you are injured and need medical treatment, please tell Stage Management immediately. You may be asked if you would like to fill out a Medical Report Form, but are not obligated to do so. Copies will only be distributed to authorized personnel.



**Here are some terms that you may find helpful:**

**House:** Where the audience is located.

**Standby:** This is a warning for anyone executing cues, letting them know that a cue is about to be called.

**Go:** The word used to signal the crew members or any technician to execute a cue.

**Hold:** The production is stopping. You are to immediately stop what you are doing and are not to go forward with the cue.

**Fly Rail:** Where the ropes are to fly in scenery.

**Deck:** The stage.

**Cue:** The point at which an effect or change happens.

**Opera/Physical Cue:** A physical action where the ASM has her arm up at a 90 degree angle and the 'GO' is putting her arm down.

**Handoff:** Handing off a prop to a cast member.

**Preset:** Setting a prop or piece of scenery before it is needed.

**Catch/Receive:** When a prop is received from an actor offstage.

**Track:** Tracking a prop on/offstage, or from one side of the stage to the other

**Set:** Setting a prop in its specified location ready to be used.

**Strike:** Removing a prop from the stage.

**Spike:** A mark onstage that denotes where a prop or piece of scenery is to be placed

**Cue Lights:** A system of cueing technicians. When the cue light is turned on, that is the "standby" call; when the cue light is turned off, that is the "go" call. This may be different based on what system is used, but is a good rule of thumb.

**Sight Lines:** The location in the house where the wings are most visible.

**Portals:** The area between two legs.

**Page:** To hold back a curtain to allow a performer or scenic unit to enter/exit unobstructed.