



# Crew

Dear Crew Families,

Welcome to the 6<sup>th</sup> Annual 2011-2012 Daves Avenue/Blossom Hill Elementary School joint musical production! This year, we are excited to present “*Gone with the Breeze.*”

Attached are the CREW packets that must be returned by **Friday, December 2** to your school office. Please complete and return EVERY form:

- Crew application and conflict calendar
- Expectations
- Logistics
- District Waiver
- Play Biography
- One Check Form
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**Payment plans or scholarships are available for everyone. Please contact a producer or principal prior to December 2.**

More information is available in the Parent Handbook, which is on-line at our website: [www.play.blossomhill.org](http://www.play.blossomhill.org). Please bookmark this page and check it daily, as it is our primary communication method.

Please note the critical dates on the back of this page and the volunteer descriptions in the Parent Handbook on-line. Thanks in advance for all your hard work in this family affair. Every crew family must put in a minimum of 10 hours .plus at least two hours post-production. (Some of us will be putting in a whole lot more!).

We're looking forward to another fun year of theatre between our two schools!

Sincerely,

The Production Team

Kelly Blough	354-7183	<a href="mailto:kellyb@me.com">kellyb@me.com</a>
Penny Doy	356-4509	<a href="mailto:doys@comcast.net">doys@comcast.net</a>
Lisa Marselli	395-2893	<a href="mailto:lmarselli@yahoo.com">lmarselli@yahoo.com</a>
Carol Marshall	358-8559	<a href="mailto:carol@marshall-artist.com">carol@marshall-artist.com</a>

## Critical Dates

### Crew Application Packets Due

Friday, December 2 – turn into school office

### Crew rehearsals begin Jan. 9

at Blossom Hill

### Heat Week

Starts January 23. Rest up – it's a fun yet busy time!

### Performances

Tues Jan 31st	6:00pm (4:30)	Savannah (Preview)
Weds Feb 1st	6:00pm (4:30)	Lone Pine (Preview)
Thurs Feb 2nd	6:00pm (4:30)	Hollywood (Preview)
Fri Feb 3rd	7:00pm (5:30)	Hollywood
Sat Feb 4th	3:00pm (1:30)	Savannah
	7:00pm (5:30)	Lone Pine
Sun Feb 5th	11:00am (9:30)	Savannah
Fri Feb 10th	7:00pm (5:30)	Lone Pine
Sat Feb 11th	11:00am (9:30)	Hollywood
	3:00pm (1:30)	Lone Pine
	7:00pm (5:30)	Savannah
Sun Feb 12	1:00pm (11:30)	Hollywood

The times in parens are call times.

### Strike

2 hour post production requirements for all families! Sun, February 12 from around 3:00pm

Cast and Crew Party Sun Feb 12 4:00-6:00 pm at Daves MPR (following last performance)



Attach a picture of yourself

**Crew Application Checklist:  
Due December 2 – turn into the office**

- Crew Application, including the All About Me section and picture attached (completed by performer)
- Conflict Calendar (completed by parent)
- Expectations Page (read/signed by parent, student, and teacher)
- Logistics Page (completed by parent)
- Participation Fee/One Check Form
- Play Biography
- District Waiver Form

**Application for the Crew**  
(to be completed by the crew member)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Gender: M F Grade: 4<sup>th</sup> 5<sup>th</sup> School: BH DA

- Filling and submitting this application does not guarantee a spot on crew. Space is limited. Sign-ups will be taken based on availability and essay.
- Crew parents must volunteer for one of the committees and serve a minimum of 12 hours including 2 hours post production (helping to take down the sets, clean, etc.)
- For clarification, Crew does not perform on stage.

**Responsibilities**

- Help move sets for each scene change
- Hand props to actors as needed and make sure they are put away in the right place after use
- Draw curtains when needed
- Assist with sound

**Time commitment:** Expect to attend 2-4 rehearsals each week starting in January. In addition, you must come to ALL your scheduled rehearsals during tech week and participate in all of your scheduled performances including Preview (see schedule below)

**All About Me:**

**Must be handwritten by the student**

In the space below, write a short paragraph describing why you wish to participate in this production as a crew member and what you hope to gain from the experience (attach an additional sheet if necessary).

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# Conflicts

(To be completed by parent)

Please list any potential conflicts on the calendar below. If you have an activity that restricts your child's participation in the play, it will be a factor in determining his//her acceptance as a crew member. Each participant is permitted two unexpected absences due to illness or anything else. Other unexcused absences and tardiness will be cause for dismissal from the play.

*The conflict calendar needs to be filled out and turned in as part of the application*

**Mandatory Dates are noted in bold – Jan 23-Feb 12.**

Below noted in bold are the mandatory dates for each school (affectionately known as "Heat Weeks.") They are technical/dress rehearsals and performances that cannot be missed.

## Conflict Calendar

- "X" indicates that you are **not** available at all on that day.
- If you are only available for a window of time on a particular day, indicate the times you are **NOT AVAILABLE**. A blank box means that you are available that entire day.
- Please address ALL the boxes; even Sundays and days of "No School" in the likelihood that additional rehearsals will be scheduled.
- Please note Wed starts at 3:00, despite early dismissal

Crew member's Name: \_\_\_\_\_ school: BH DA

**CONFLICT CALENDAR**

<b>Weeks</b>	<b>Mon 3-5:30</b>	<b>Tues 3-5:30</b>	<b>Wed 12:30-5:30</b>	<b>Thurs 3-5:30</b>	<b>Fri 3-6:00</b>	<b>Sat 10 - 2</b>	<b>Sun</b>
<b>11. Jan 9</b>	9	10	11	12	13	14	15
<b>12. Jan 16</b>	16 No School	17	18	19	20	21 Long Rehearsal	22
<b>Week 13 Jan 23</b>	23	24	25	26	27	28  <b>Sound &amp; Lighting Load in</b>  Long Rehearsal	29  Dress Rehearsal
<b>Week 14 Jan 30</b>	30 Dress Rehearsal	31 Preview Savannah 6:00pm (4:30)	1 Preview Lone Pine 6:00pm (4:30)	2 Preview Hollywood 6:00pm (4:30)	3 Performance 7:00pm Hollywood (5:30)	4 Performance 3:00pm Savannah (1:30)  7:00pm Lone Pine (5:30)	5 Performance 11:00am Savannah (9:30)
<b>Week 15 Feb 6</b>	6	7	8	9	10 Performance 7:00pm Lone Pine (5:30)	11 Performance 11:00am Hollywood (9:30)  3:00pm Lone Pine (1:30)  7:00pm Savannah (5:30)	12 Performance 1:00pm Hollywood (11:30)



# Logistics

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

Grade: 4<sup>th</sup> 5<sup>th</sup> Gender: M F School: BH or Daves

T-shirt size \_\_\_\_\_

## Volunteer Interests

The following lists all of the committees for which you can volunteer. (see Parent Handbook at <http://www.daves.lgusd.k12.ca.us/hsc/play/index.php> for more information about committee responsibilities). Please list below three committees on which you are willing to serve, in order of preference. We will try to honor your requests. Occasionally, however, some committees are overloaded while others do not have enough volunteers. Please be open to our requests for you to work with another committee.

- Set Design
- Set Construction
- Costume Design and Purchasing
- Costume Sewing
- Props
- House Management
- Dressing Rooms
- Green Room/Mics
- Cueing
- Stage Management/Crew Coordination
- Concessions/Flowers
- Cast Party
- Hair and Make Up
- Preview Nights
- Publicity
- Programs
- Photography
- Rehearsal Supervision
- Ticket Sales

My volunteer preferences:
1. _____
2. _____
3. _____

Can you sew?  yes  no

Can you volunteer:  during the weekdays  
 on weekends  
 both

Communication:

Please legibly list email address(es) that you will check each day during the play.

Email: \_\_\_\_\_

	Name	home phone	cell phone	Work phone
Mother				
Father				
Other				

After Rehearsal

Please make sure that your child knows their schedule for pickup from rehearsal. Please indicate how your child will typically leave rehearsals and performances:

- My child will go to clubhouse after rehearsal
- My child will be checked out by me or by a carpool partner
- My child may check him or herself out of rehearsal

Emergency Contacts

List two people we can contact in an emergency if we cannot contact parents.

Name	Cell phone	Home phone

Physician: \_\_\_\_\_ phone: \_\_\_\_\_

Hospital preference: \_\_\_\_\_

I give my consent for my child to receive emergency medical treatment, including transportation to the nearest emergency aid facility if the listed persons cannot be reached. I will assume responsibility for the payment of medical fees or expenses incurred. I also agree to indemnify and hold the Blossom Hill and Daves Avenue Home and School Club, their contractors, employees, and volunteers harmless, and release the Blossom Hill and Daves Avenue Home and School Club, their contractors, employees, and volunteers from any and all liability for any injury which may be suffered by my child in this program, arising out of, or in any way connected with participation in this program. I have read the above agreement/contract and fully understand that I assume all risks for any injuries received by my child. Further, as stated in the California Education Code section 35330, I understand that the LGUSD, its officers, agents and employees is harmless from any liability or claims which may arise out of or in connection with my child's participation in this activity.

Parent signature: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_



# Expectations

*Parents and students: please read and sign as at the end of this document. Your child's teacher must also sign this contract.*

- 1. Eligibility:** In order to participate, each student must be in the 4<sup>th</sup> or 5<sup>th</sup> grade and working towards being a responsible student before and during the production. Teachers will try to give as much prior notice as is possible and be reasonable on special projects and homework, but otherwise no special considerations will be made. The student is responsible to keep up with class and homework.
- 2. Behavior:** LGUSD has policies for behavior and care of school property (refer to the Buzz Book for specifics.) These will be enforced during all play rehearsals and performances and any other activity related to the play. Rehearsals will be held at both Blossom Hill and Daves Avenue. Regardless of which location, school policies require us to treat all properties and people respectfully. Students must always remember to behave in an appropriate manner. Problems will be dealt with by parents in charge at the time and if necessary, referred to school authorities. If your child becomes a behavior problem, s/he may be dropped from the crew or you, the parent, may be required to stay with your child at all practices and performances in order for the child to remain in the play. Behavior problems at school and/or suspension from school are also cause for dismissal from the play at the discretion of the Principal.
- 3. Scheduling Conflicts:** All conflicts, which cannot be rescheduled, must be noted in the conflict calendar. Please do not schedule activities that overlap with rehearsals and performances. During tech weeks (the weeks of the performance), all crew members **must** be at **all** their scheduled rehearsals and performances – NO EXCEPTIONS! Please put the mandatory times/dates in your calendar to prevent scheduling conflicts.
- 4. Parent Commitment:** The parents of each crew member must commit to a minimum of 12 hours of volunteer time (per family) two of which must be done post production. For most, post-production will happen immediately after the final performance. Parents who are not able to volunteer their time can “buy out” their hours which is in addition to the tuition fee. Please refer to the Parent Handbook for a complete list of volunteer opportunities and buyout information. We will try to honor your selections but may ask you to help in another area if necessary. Please be open to these possible changes.
- 5. Attendance:** The entire cast & crew is depending on your attending your scheduled rehearsals therefore:
  - Crew members are expected to be at every rehearsal for which they are scheduled with the exception that if the student is absent from school due to illness, s/he should not come to rehearsal. **Absence due to illness must be emailed to the Director at least four hours before rehearsal at [bhoug@lgusd.k12.ca.us](mailto:bhoug@lgusd.k12.ca.us) and if that is not possible, then you must notify your producer.**
  - Any requests to be excused that are not noted on the conflict calendar, other than illness or emergency, must be made via email, to the Director ([bhoug@lgusd.k12.ca.us](mailto:bhoug@lgusd.k12.ca.us)) and pre-approved by him.
  - Excessive unexcused absence or tardiness may result in dismissal from the play.
- 6. Rehearsals:** Parents are welcome to attend rehearsals in the capacity of rehearsal supervisors. Students are required to wear dance shoes or sneakers. No clogs, sandals, boots, flip flops, etc. We strongly recommend that the parents coordinate carpooling to and from rehearsals.
- 7. Photos and Video Photography Prohibited:** You may not take photos or video at rehearsals or at performances. If you wish to do so volunteer for the Photo/Video committee as this committee will be taking photos and making them available to the entire cast and crew.

**8. Snacks:** Please make sure your child has a snack prior to arriving to rehearsals. Soft drinks are not allowed at any of our locations. Water only please.

**9. Concerns/Complaints:** If you have concerns or complaints about any aspect of the production, please direct them to a producer, **not the school principal or the artistic staff**. This is a parent-run program sponsored by the H&SC's. Please express any concerns or complaints away from rehearsals so as not to disrupt the children or production staff. Producers are available via phone, email or through a written note, or before or after most rehearsals.

**10. Leaving the Play:** Should you find that the play or these expectations are not a fit for your family, a portion of your participation fee will be refunded to the schedule listed in the Parent Handbook.

**11. Photo Release:** I hereby irrevocably consent to and authorize the use and reproduction by the Home and School Club Theater Arts Group, or anyone authorized by the Home and School Club Theater Arts Group, or any and all photographs which have been taken of my child, negative or positive, for any purpose whatsoever without compensation to me. All negatives and positives, together with the print, shall constitute the Home and School Club Theater Arts Group property, solely, and completely.

I release the videographers, Daves Avenue School, Blossom Hill School, Los Gatos High School/KCAT TV, the Los Gatos Union School District and the Los Gatos-Saratoga Union High School District from liability for any violation of any personal or proprietary right I have in connection with any reproduction or use of video footage in which my child(ren) appear. I consent to the video being used for the sole purpose of the KCAT TV local broadcast.

### **Student Performance Contract**

1. I will put forth my best effort at all the rehearsals and performances.
2. My behavior will reflect my positive attitude towards the play, the staff, and the facilities.

If I can't keep these commitments, I understand that I may be removed from the play so the production can cooperatively and positively continue.

### **Students**

I have read and understood what is expected of me as a member of the play. I understand that if I do not abide by these rules and guidelines, I may be dismissed from participating in the play.

Student's name: \_\_\_\_\_ School DA BH

Student's signature: \_\_\_\_\_ date: \_\_\_\_\_

I have read and understood what is expected of me as the parent. On behalf of my child I agree to the guidelines and rules as stated above. I understand that if my child does not abide by these rules and guidelines s/he may be dismissed from the play. I also understand that as a parent I commit to a minimum volunteer hours (see one check form) or have enclosed a check for the buyout option.

Parent's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

### **Teachers**

The above named student is a responsible student and I believe that s/he is capable of participating in the play and keeping up with all schoolwork. Further, the student is conducting himself/herself within the guidelines of our school's code of conduct.

Teacher's name: \_\_\_\_\_ Teacher's signature: \_\_\_\_\_



# CREW

## Participation Fees

For your convenience, we offer a chance to write one check for play expenses. The mandatory costs and optional volunteer buyout are due with your application.

*If you would like to set up a payment schedule, please contact your producers PRIOR to application due date (we are flexible and will work with you!) Financial scholarships are available for crew and cast participation fees. Please contact your producers or principal.*

Fee	Notes	Amount	Total
<b>Mandatory</b> Participation fee	Includes costumes*, shoes, t-shirt, DVD (one per family), one makeup kit per child, two complimentary child tickets, and cast party.	\$80	
<b>Optional</b> Volunteer Buyout	Instead of working the required 25 hours (and in addition to the participation fee.)	\$135	
<b>Optional</b> (6) priority seats	Each cast and crew member is allowed to purchase up to (6) priority seats prior to general public sales.	\$10 ea priority seat	
<b>Optional</b> Additional DVDs	Purchase extra DVDs. (Each family is given one).	\$25/DVD	
<b>Optional</b> Playgram	Supportive note in the program. (complete back side of form)	\$15	
Grand total			
	Check number		
	Make check payable to your school's H&SC		

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

Circle School: Daves Blossom Hill

# **PLAYGRAM**

**(Complete only if you are purchasing a playgram for your child.)**

Verbiage for the Playgram may be submitted later to the program chair.

Playgram (1" x 2" box published in the play program giving compliments). Text should be a maximum of 5 lines, 25 characters per line. Please print text neatly below so it is easy to read.

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Example:

**Dear Sally,**  
**You worked so hard memorizing all your songs and dance numbers. We are so proud of you.**  
**Love, Mom and Dad**

**Dear Johnny,**  
**We can't wait to see you light up the stage. You've worked very hard and we are proud of you!**  
**Love, Mom and Dad**

Office Use Only
Playgram paid Y N



**LOS GATOS UNION SCHOOL DISTRICT  
WAIVER, RELEASE AND INDEMNITY AGREEMENT  
ASSUMPTION OF RISK FOR PARTICIPATION  
IN VOLUNTARY NONDISTRICT  
SPONSORED ACTIVITY**

**Adult Employee/Volunteer:**

\_\_\_\_\_

**Description of Activity:**

\_\_\_\_\_ **Daves Avenue/Blossom Hill 4<sup>th</sup> & 5<sup>th</sup> Grade Play** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_ **October 17, 2011 – Feb. 12, 2012** \_\_\_\_\_

By my signature below, I hereby agree to participate in the above described activity. I realize that this activity is voluntary and is not part of the Los Gatos Union (District) program. The undersigned hereby acknowledges that he/she knowingly and voluntarily assumes all risks of bodily injury and expressly acknowledges their intention, by executing this instrument, to exempt and relieve the District, its officers, agents, and employees, from any liability for personal injury, bodily injury, property damage or wrongful death that may arise out of or in any way be connected with the above described activity. As a condition of my participation in this activity, I agree to waive all claims against the Los Gatos Union (District) and to indemnify and hold the District, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or that any other person or entity may have against the District because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above described activity.

**The undersigned fully acknowledges that no District employees or designated volunteers will be participating in their capacity as District employees or designated volunteers, and that the District assumes no responsibility for any transportation arrangements. I further acknowledge that there is no District insurance coverage provided of any type, including but not limited to, workers' compensation, liability, collision, comprehensive or medical coverage in connection with the above described activity. I have read the foregoing and have voluntarily signed this agreement. I am aware of the potential risks involved in this activity and I am fully aware of the legal consequences of signing this instrument.**

\_\_\_\_\_  
Adult Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

(      ) \_\_\_\_\_  
Telephone Number