

Fuenteovejuna

Survival Guide for Cast and Crew Families

Here is basic info to help families survive FESTIVAL. If you have questions or concerns, please contact the directing team or producer. We hope this will be a memorable experience for all!

CONTACT INFORMATION

Directing Team

- **Linda Potter** – Stage Director (lpotter@mail.ab.mec.edu) PC Office: (978) 264-4700 x3584
- **Diego Mansilla** – Assistant Director, Dramaturg, Culture & Language Specialist
- **Lucy Smith** – Associate Director (lcsmith25@yahoo.com)
- **Susan Williams** – Associate Director (susanpwilliams@comcast.net)
- **Brendan Hearn** – Technical Director (bhearn@mail.ab.mec.edu)
- **Jeanie Furlan** – Music Consultant (jfurlan@mail.ab.mec.edu)
- **Angie Jepson** – Fight choreographer

Producer

- Donna Rizza (four.rizzas@gmail.com) Home (978) 263-3546

Student Production Assistant and Choreographer

- Serena Cates (serenadove@gmail.com)

Student Stage Manager

- Laurel Wills (paulbunyon.babetheblueox@gmail.com)

Student Dialect Coach

- Stephanie Ramos

Student Costumers

- Allie Flemming, Amelia Ludwig and Abby Metheny

Students Helping with Script Revisions

- Lucy Dawson and Hannah Dawson

Participation Fees: A participation fee of \$75 is required from every student in the cast and \$50 from each student on these crews: Set Run, Props, Lights, Sound, Costumes, Stage Managers, Hair and Makeup. This money is used to help with snacks during full cast rehearsals immediately after school, cast party, transportation to Festival, T-Shirts and Festival Fees. Checks are made payable to AB-FOD and may be dropped in the purple PC mailbox on the wall in the PC office or given to the Student Production Assistant – Serena.

Rehearsal Schedule & Attendance

We expect every cast member to attend every rehearsal for which they are scheduled unless they have spoken in advance with Mrs. Potter. If you are going to be late or miss rehearsal you need to email Mrs. Potter (lpotter@mail.ab.mec.edu) and call/ text Laurel, the Stage Manger (978-621-2516). Although we work very hard to maintain this schedule; it may vary slightly from week to week. Students are expected to check the call board every day for any changes. Attendance will be taken at every rehearsal. School policy states that students must attend at least 4 periods of classes during the day in order to participate in an extra curricular activity after school. This applies to rehearsals and performances.

Communication: The schedule for the coming week and any general announcements will be posted each Sunday on our website (www.ABDrama.org) under the "Call Board" tab. The schedule and announcements are also posted on the call board next to the PC Office. When crews are active, members of the crews and their parents will find pertinent information on the website and call board as well. Watch for videos on Acton-Boxborough's PC YouTube channel and Facebook events to create buzz and promote the show.

The Purple PC Mailbox: For convenience, checks for participation fees, T-shirt orders, etc and any paper work (CORI form, Drug & Alcohol form) may be dropped into the purple mailbox inside the door of the PC office. The directors and producers check this box daily.

Paper Work:

- **CORI Forms: All adults** who are volunteering for the show at the school will need to complete a CORI form at the front office of the school.
- **Drug and Alcohol Form:** All **students** need to sign and return a drug and alcohol form. If students did one for "Robin Hood" or 'Pippin" they are all set and do not need to complete another one. Forms are available at the main office of the school or in the PC office and should be turned in to one of the Student Production Assistants.
- **Festival Forms:** All students are required to complete a medical consent form to participate in Festival. Field Trip forms will also be necessary for bus transportation. (both forms signed by a parent/guardian)

ADULT CREW

Crews below are made up of both adults and students. Please contact any of these adult crew chiefs if you would like to work with them on the crew.

- **Set Design & Construction:** Tom Peterman (tcp@petermanarchitects.com) *Help Needed*
- **Set Painting:** Sue Peterman (sue@topdogdesign.com) *Meet in the PC basement.*
- **Props:** Julie Liuzzo (Jliuzzo@mail.ab.mec.ede)
- **Costume Advisors:** Nancy Warner (nwarner@mail.ab.mec.edu) and Jo Anne Thomas. *Sewers needed*
- **Costume Mentor:** Kristen Ryan (redsoxryans@gmail.com)
- **Hair and Makeup Advisor:** Lucy Smith (lcsmith25@yahoo.com).
- **Publicity:** Susan Williams (susanpwilliams@comcast.net).
- **Tickets:** Donna Rizza (four.rizzas@gmail.com). *Need help with tickets at AB Performance: Tuesday, Feb 28th from 6 to 7:30.*

Cast Party Hosts: Our cast and crews love to get together to celebrate their hard work. The cast party is traditionally at a cast member's home. If you would like to volunteer your home for this gathering or if you are able to coordinate the party at school, contact the producer. A budget is available for food and we will ask for volunteers to help with setup and cleanup.

Snacks during Rehearsals: During full cast rehearsals we will provide a group snack in the PC basement. For all other rehearsals students are welcome to bring a light snack and water if they desire. No food or drink (except water) is allowed in the auditorium.

Meals during tech rehearsals, dress rehearsals, and all performances: meals will be served in the PC basement for all cast and all crew working the shows. All cast and crew families are required to contribute to these meals by participating on a meal team and preparing and serving food.

Costumes & Shoes: Students may be asked to provide parts of their costume, such as pants or other basic items. More information from the costumers will be sent out soon.

Show T-Shirts: Long sleeve T-shirts with the show logo will be given to all cast and crew.

Black Crew Shirts: The crews that are running the show will need to wear a black PC Crew shirt, black pants, and black shoes. The shirt may be purchased through Mr. Hearn.

Bad Weather: During the festival play, it is sometimes necessary to cancel a rehearsal because of bad weather. If school is cancelled, the rehearsals are generally cancelled BUT NOT ALWAYS. If school is dismissed early, we sometimes are allowed to rehearse for a short time, depending on the weather. Announcements will be made at school, so check with your student to get the update. Students will be advised by email as to the status of rehearsals during bad weather.

Stay Healthy: We are always concerned about keeping our cast, crew and volunteers as healthy as possible. We will be spending a concentrated amount of time together working on this show and a bug could cause huge problems. We encourage students to wash hands and / or use hand sanitizer, available in the PC office and the PC basement. Stay healthy by eating well, drinking enough, and getting sleep. If your child is sick and required to be at rehearsal, please contact Mrs. Potter and keep him or her at home.

Homework: We encourage our cast and crew to keep up with their homework. The rehearsal schedule is designed to be as efficient as possible and not keep students waiting for long periods of time when they don't need to be there. Sometimes this is unavoidable, especially as we get into the longer tech runs. Please encourage your child to bring homework to rehearsal and do it, or get it done during the day before rehearsal, whenever possible. It is VITAL that students organize their time well and finish all homework assignments.

Saving Seats: Cast and crews (adults or students) involved in the show are **not allowed to save seats** for family or friends. Anyone working on a crew (food, costumes, make-up, tickets, refreshments) needs to purchase a ticket in order to see the show and ask a friend or family member to stand in line and save a seat for them. Only the directing staff, the producers, and the costume, makeup and ticket chairs are allowed to save 2 seats in order to see the show, if they have purchased tickets for that performance. Jackets and scarves left on seats in the auditorium will be removed before the doors open.

Ticket information

ABRHS Performance: Tuesday, Feb 28 at 7:30 pm

All seats are \$11

- Tickets sold at MKTix.com will incur a small service charge.
- ABSAF and Staff reservations for comp seats will be taken at ABDrama.org
- Season Ticket holders may order tickets at ABDrama.org
- Tickets will be sold in the school cafeteria the week before the show.
- Tickets will be sold at the door starting at 6:30 on show night.

Ticket information for Festival Shows

- Saturday, March 3rd Prelims: tickets will be sold at the venue door (\$10.00)
- Saturday, March 10th Semis: tickets will be sold at the venue door (\$10.00)
- Information about Finals will be posted at a later date.