

STATE MEET HONOR CREW



ONE-ACT PLAY CONTEST

April 18, 2023

Dear State Meet Honor Crew Member:

Please read this information carefully.

The 1A – 3A State Meet OAP Contest is scheduled May 4-6. All 1A-3A Honor Crew will meet for orientation on Wednesday, May 3 at 4:30 pm in the Main Theatre at the Austin ISD Performing Arts Center, 1500 Barbara Jordan Blvd, Austin, TX 78723.

The 4A – 6A State Meet OAP Contest is scheduled May 4-6. All 4A-6A Honor Crew will meet for orientation on Wednesday, May 3 at 4:30 pm in the Main Theatre at the Round Rock ISD, Raymond E. Hartfield Performing Arts Center, 5800 McNeil Dr, Austin, TX 78729.

Calls will be staggered as much as possible to avoid late night followed by early morning. We will attempt to allow each honor crew member to see some productions, but the schedule will be very tight.

You should bring appropriate clothes for assigned work: no open-toed shoes, backstage workers should have dark clothes. (One black t-shirt is provided for all Student Honor crew). Your crew assignment and schedule is included in this packet. Please bring appropriate attire for the job indicated. Front of House and Call Table workers should dress business-like with comfortable shoes for all. You will be on your feet for many hours no matter what crew you are working.

You are expected to arrange for your own housing and food. There are several eating places near each PAC. There are also many delivery services. Free parking is available at each PAC site, as space is available.

If State OAP qualification, illness, disaster or acts of nature make it necessary for you to withdraw from honor crew participation, call me (512-471-9996 or 471-4517) immediately!

Teachers, Staff and Students must bring the Volunteer Form that is included to your crew orientation.

We are looking forward to your participation in an outstanding educational theatre experience.

Sincerely,

Paula Rodriguez
State Theatre Director

INFORMATION FOR ALL UIL OAP HONOR CREW MEMBERS

General Crew Rules-

- Sign in and out each time you leave.
- Don't be late. To be on time, plan to be early.
- Traffic is unpredictable—plan ahead!
- Dress appropriately for your job: i.e., no open toed shoes, no politically incorrect slogans on t-shirts. Dark clothes for backstage, nice clothes for Front of House.
- Wear your name tag at all times in the building.
- No bad language.
- Cell phones shall NOT be turned on while on stage, or in the house. They may only be used in the hallways.
- Take a shower everyday.
- Eat at least once everyday.
- No food or drinks (not even water) on stage.
- SMILE!
- Don't talk about the productions—good or bad.
- Always enter and exit through the Company Entrance and sign in. Do not use any other entrance.
- You MUST work the rehearsal to work the show.
- If you want to support the companies, simply say "Good Show!"
- Don't get in the way.
- If a show is disqualified, do not comment in any way.
- Keep your voice down. Sound travels better than you think.

Getting Ready and Setting Up-

- Crew Heads make sure you know who your crew members are and how to contact them.
- Remember there is no specific lunch or dinner break, plan ahead to eat around your specific schedule.

Always remember-

- Never argue with anyone.
- This is UIL State, and is very, very important to the students and the directors involved.
- We are their hosts and the representatives of UIL and the PAC in which we are hosting.

- We are also guests of the Performing Arts Center.
- Smile! This is an unforgettable experience for students and directors, and we want to leave a positive lasting impression.

STAGE CREW DUTIES

SCHEDULE

There is an “A” Crew Schedule, and a “B” Crew Schedule.
The crew you are assigned to will determine your schedule.

A CREW: 6:30 AM – 11 AM (or until 4th rehearsal is complete)

AND

2:30 PM – 6:30 PM

B CREW: 10 AM- 2:30 PM (or until 8th rehearsal is complete)

AND

6:00 PM – 10:30 PM

GETTING READY AND SETTING UP

- Make sure you know who all your crew members are. Get a contact sheet from the Stage Manager. Know your schedule.

REMEMBER: ONLY THOSE WHO WORK THE REHEARSAL MAY WORK THE PERFORMANCE!

- Wear your name tag at all times.
- Familiarize yourself with emergency exits and the location of fire extinguishers.

CONTEST DUTIES

- Crew head report at 6:30 AM on assigned days for load-in. Honor Crew comes in at 6:30 AM to help with load-in. Meet directors and companies on the loading dock to help them move in.
- Sweep the stage before the start of the first show if needed.
- Check the stage floors designating each school's area and color code for spike tape. (SM will have these and put them up each day)
- A Stage Manager must check in all items before your crew can carry them into the building.

- When loading in, note what pieces that may need extra care in moving.
- After the meeting or before the first rehearsal begins, try and have your crews look over the items that they are responsible for setting.
- The stage should be swept between sessions, if needed.
- Duties will be assigned each day.
- Know where stage weights are stored and extra extension cords, if available.
- Bring rigging gloves if you are asked to be on fly rail.

LOAD IN PROCEDURES

- “A Crew” helps with load-in.
- Assemble at the Loading Dock doors with carts (if needed) and tape at 6:30 AM.
- Pre-cut spike tape into small (1”-1.5”) pieces and attach to a spike tape sheet for spiking.
- Consult the color chart to make sure you know which schools are which colors.
- Do not load anything until a Stage Manager tells you to.
- Spike ALL items, preferably on the bottom or underside of furniture and take to the designated storage area for that school.
- Do not run, but be quick about storing and spiking items. We only have 1 hour to load in all shows. Remember to take care when moving large or delicate items to prevent damage to the items and to yourself.
- Participating company members are NOT allowed to enter the backstage area during load in. They should hand off items to Honor Crew for spiking and storage once the Stage Manager has checked the item off.
- If something gets damaged or broken, let Stage Supervisor or a Stage Manager know immediately.

REHEARSAL CONTEST DUTIES

- The crew may assist with unit set pieces as needed.
- Do not weight door and window units until director is satisfied with the location.

- When the Stage Manager or Stage Supervisor says “move” or “standby” or anything ...Do it immediately.
- Keep the backstage area clear of extra people, trash, and “stuff”.
- NO FOOD or DRINK backstage.
- Limit personal items you bring to the site.

SPIKING

- Spike all pieces on stage, if asked to spike.
- Replace and damaged spike tape between shows, careful to replace in the exact location.
- The cast will take care of all set up of their show, unless they ask for other assistance.
- Be attentive to the needs of the company and available when needed.
- You may put 40 lbs of counterweight in the bottom of all pylons, if asked to assist.

PERFORMANCE

- Assist with strike immediately after the curtain closes.
- Bring down masking when all is clear.
- Watch shows from the _____ location only.

STRIKE

- Assemble all unit set elements on Stage _____.
- Participate in general strike, and stay out of the company’s way as much as possible.
- Try to keep up with the time.
- The back doors must open immediately after the curtain closes.
- Companies will strike everything to the dock.
- There should be crew members to assist with unit set storage immediately after each show.

- Half of the crew should assist with the load out at the dock. The other half should begin on the next show.
- Check all spike tape and replace any tape that is damaged.

AWARDS CEREMONY

- Everyone may stay for awards, if they want, after final duties are complete.

POST CONTEST STRIKE

- Assemble the UIL set onto the cart, park in _____.
- Remove all tape from stage
- Pick any trash that is left
- Fly all the legs out
- Sweep stage and backstage
- Hug each other and take a photo to remember this moment!

DISQUALIFICATION

- If a school is disqualified, make sure that they are treated with the same respect as all other companies. Do not comment on the details.

REMEMBER THE STAGE SUPERVISOR and STAGE MANAGER ARE IN CHARGE...

CALLER DUTIES

PRE-CONTEST DUTIES

1. Check dressing rooms. Make sure they are clean and have tables set up.
2. Ensure that signs are posted for the following :
 - **Restricted Access, Audience should enter through the Lobby →**
(post at Company Entrance)
 - **Welcome to STATE! Companies please wait outside until a caller comes to greet you. 😊**
(post at Company Entrance)
 - **CAST AND CREW ONLY**
(all doors leading backstage)
 - **DRESSING ROOM LOCATIONS**
(on each company dressing room door)
3. After studying the schedule, contact the contest manager if you have any questions.
4. Set up caller table at the Company Entrance.
5. Set up dry erase company tracking board. (See picture example)

DUTIES

1. Companies will come to the Company Entrance at the designated time to check in. They will need to wait at the door until Call Supervisor and assigned caller go outside to greet them. Greet them cheerfully! They will be exhibiting a variety of emotions. Support them and encourage them to savor the moment. Make them feel comfortable.
2. Go over Caller Spiel outside to avoid congestion and noise in the hall.
3. No one is allowed in the backstage areas other than the participating companies (during their rehearsal/performance only) and Honor Crews. Check for badges.
4. The caller table should NEVER be left unattended!
5. No food or drink is allowed in the building, except designated areas! Bottled water is only allowed in the dressing room.
6. The caller for the first show must attend the first rehearsal at 7:20 AM each morning. Once the casts are dismissed the caller will escort the first company to the Company Entrance. The caller must wait with the company until their directors arrive. The Caller Spiel will be given after their rehearsal in order to get the first rehearsal started on time. Roll should still be checked beforehand.

7. The remaining shows will report to the Company Entrance at the assigned time.

STRIKE

- Clear up the tables, remove any trash and dispose of it properly.
- Remove all signage and sign in sheet, give to the Head Caller. (*Head Caller, give to Elisabeth Sikes*)
- Return tables and chairs to their original location.
- Picked up any trash in the area.
- Take a photo with your workmates, you will want to remember this experience!

CALLER WORK CALL TIMES:

(These times are based off the pink caller schedule)

A SHIFT: *Load in* **(or until 4th rehearsal is complete)**
6:30 AM through **11 AM**

AND

Show #1 Perf *Show #4 out of Dressing Room*
2:00 PM through **6:30 PM**

B SHIFT: *Load in* **(or until 8th rehearsal is complete)**
10 AM through **2:30 PM**

AND

Show #1 Perf *All schools out*
5:30 PM through **10:00 PM**

SCHO-SHOW HONOR CREW PHOTOGRAPHER DUTIES

Photographers will need to provide **THEIR OWN CAMERA** and **BATTERIES** for that camera. Cameras must be point and shoot, digital. **NO CELL PHONES** are to be used as cameras.

Photographers are responsible for **3 things**:

1. **Group Photos** - Photographers are to take 2 group photos. A funny picture and a serious one. When a school arrives, they are to introduce themselves to the director and let them know that they want a company photo and ask when would be a good time to do that. Some directors may choose to do it before rehearsal while they wait or will choose to do it after. Photographers need to use their best judgment in regard to lighting, but outdoors usually proves to always be the best option.
2. **Photos of Tech Rehearsal** - Photos are **ONLY** taken during the rehearsal process, not performances. Take as many photos as you can. While only about 10 make the cut, the more options available the better. Rehearsal photos typically have low light and fast movement, so staying constantly active is key. **Flash is NOT encouraged.** Be creative and artsy.
3. **Alternative Titles Ideas** - Titles should be appropriate and in good taste. They can reflect set or costume design choices, play content or maybe a humorous incident specific to the company. *Example: The Caucasian Chalk Circle or "Motherhood at its finest"*. The photographers are allowed to watch the shows and think about titles.

Photos are taken from the house, typically on the front edge of the stage or apron. Please check with the venue officials about any rules regarding areas that are off-limits.

During the photographers 2nd portion of their shift they are allowed to watch the shows from the house or backstage to come up for alternative titles. Please check with the Stage Supervisor or venue officials on the best place to view the shows without disturbing the patrons or participants.

HOUSE CREW DUTIES

SCHEDULE

This is a sample as call times may be different depending on the facility availability hours.

House Crew with Students:

- Crew A: 6:30 AM – 11:00 AM AND 2:00 PM - 6:30 PM (Through 1st seating)
- Crew B: 10 AM – 2:30 PM AND 5:30 PM – 10:30 PM (or end of last show)

House Crew without Students: 1:30 PM – 10:00 PM

GENERAL INFORMATION

It is imperative you are on time.

For unexpected delays or emergencies, please call the House Manager:

PRE-CONTEST DUTIES

1. Know the schedule, and coordinate with the UIL House Manager
2. Hang all necessary signage according to facility regulations.
3. Reserve seats for directors, alternates, and time keepers in the house.
4. Ensure all doors are locked or unlocked, as necessary.
5. Obtain color-coded passes for Pass-outs. Obtain sample Complimentary (Comp.) Tickets, Delegate's Tickets, Official Tickets, and Press Passes from UIL Office Staff and/or Box Office.
6. Obtain a copy of the rehearsal schedule, so you will know who is on stage.
7. Limit bringing personal belongings and leave valuables at home. You may store personal items if necessary as designated by the House Manager.

PERFORMANCE

1. Lobby will open at 2:00 PM or sooner as day requires. House opens at 2:30 for afternoon session or as soon as the last rehearsal is clear.
2. The House Manager with the Honor Crew will sweep house before each session.
3. Watch carefully for cameras, food, beverages, radios, or tape recorders as they are not allowed in the theatre.
4. Dispose of collected tickets as directed by the House Manager.
5. For late patrons: Please ensure all participants' patrons are able to view their participant's show by seating facility areas. Make every effort to seat them. However, late patrons who are not there to support a student in the show that is running should remain in the designated facility area until the next show.
6. At least two crew members should be assigned daily to police lobby from 7:00 AM to 2:30 PM. Check with the Contest Manager for those authorized to be in

the house during rehearsals. They also need to facilitate critiques for all conferences in the black box and oversee the Design Exhibit.

7. Crew members are to dress in professional and appropriate attire in a manner approved by the House Manager. For performances, skirts, dresses, suits, and slack are preferred. Wear comfortable shoes
8. Be courteous to our guests, smile and welcome them into the theatre. This is a once in a lifetime experience for most of these families and a memory that they will hold near and dear. Since the stakes are high, and most have traveled from out of town, many parents and guests may feel stressed. Encourage a positive attitude and atmosphere.
9. If met with confrontation, please direct patrons to the House Manager.
10. Pre-Seat all patrons with small children and babies on the aisle next to the closest exit if possible.
11. Upon patrons' entrance of the house--if they are wearing a hat, please ask them to respectfully remove it for the duration of the show.
12. Pre-Seat all physically challenged patrons or elderly patrons first, move them to the front of the line so they can be seated appropriately.
13. Remain at your assigned post, do not leave until your scheduled shift change.
14. House Manager is in total charge of all operations in front of the proscenium. Your crew will help them as they are called upon and needed.

STRIKE

1. Return radios to UIL Staff
2. Strike Lobby display and all signs and return to the House Manager.
3. Dispose of any trash in the lobby
4. Assist with breaking down and removing boxes
5. Straighten the lobby furniture and leave the space better than we found it
6. Give any lost and found items to the House Manager
7. Return your lanyards to the House Manager

TICKET SALES

Be sure that the color of the Pass-out* (not complimentary, etc.) tickets are different for each session. (See Contest Manager about this)

** Pass-outs are tickets for people who leave and return during the same session.*

SAMPLE DAILY STATE UIL OAP SCHEDULE

6:30 AM	Load-In Crew arrives
7:00 AM	Load-In begins
7:15 AM	Load-In complete
7:20 AM	1 st Rehearsal starts (Earlier, if possible)
8:10 AM	2 nd Rehearsal
9:00 AM	3 rd Rehearsal
9:50 AM	4 th Rehearsal
10:40 AM	5 th Rehearsal
11:30 AM	6 th Rehearsal
12:20 PM	7 th Rehearsal
1:10 PM	8 th Rehearsal
3:00 PM	1 st Performance (each show loads out immediately after performance)
3:50 PM	2 nd Performance
4:40 PM	3 rd Performance
5:30 PM	4 th Performance
6:30 PM	5 th Performance
7:20 PM	6 th Performance
8:10 PM	7 th Performance
9:00 PM	8 th Performance
10:30 PM	Awards (this start time depends on the Judges)
11:30 PM	End of Day 1

You will notice, there are not scheduled times for meals or breaks.
Also, this schedule can fluctuate by as much as 20-30 minutes either way.

You must work a rehearsal to work stage crew on the performance.