

# 208: **Old Black & White Hollywood**

1st Rehearsal – September 30  
Performances: October 25, 26 at 8 p.m.  
October 26, 27 at 2 p.m.

**Director:** Laura Moreno  
**Set Designer:** Alli Nauert  
**Lighting Designer:** Matt Geschke  
**Costume Designer:** Lisa Longoria  
**Sound Designer:** Brandon Hearell  
**Dramaturg:** Patrina McGuire  
**Associate Dramaturg:** Audrey Morabito, Comfort Katchy  
**Technical Director/**  
**Prop Master/Charge Scenic Artist:** Lauren Davis  
**Lighting and Sound Supervisor:** Neal Petz  
**Cutter/Draper:** Laura Whittenton

## **Tech/ Performance Dates 10/19 – 10/27:**

### **Scenic & Props**

Jade Chang  
Corey Nance  
Brenda Palestina  
Alex Schumann

### **Costumes**

Abella Knott  
Patrina McGuire  
Victoria Posa

### **Electrics**

Gage Baker  
Courtney Neuwirth  
Christina Roy

### **Stage Management**

**Stage Manager:** Meghan Spear **ASM:** Emily Mordecai & Jack Grey

### **Ushers**

Madison Coute (all), Brandon Sanders (all), Keri Szeklinski (all), Luz Valdez (all)  
Alli Funk (All), Zoie Picciandra (2)

# PRE - TECH ✓ CHECK LIST

#	TASK TO BE COMPLETED	WHO	☑☑☑☑
	Prop Preset Check List		
	Run Sheets/ Shift Plot -*Separate Sheet for the Rail -*Automation Breakdown (Back Up)		
	Pre Show Duties & Post Show Duties		
	Entrance & Exit Plot (to be turned in to Costumes 4 days prior to Dress)		
	Sign In Sheet		
	Contact Crew Regarding Schedule		
	Crew Packs ❖ Contact Sheet ❖ Pre/ Post Show Duties ❖ Run Sheets ❖ Prop Preset Lists ❖ Calendar w/ Call Times ❖ Emergency Contact Forms		
	Set Up Backstage Callboard Include ❖ Contact Sheet ❖ Calendar with Call Times ❖ Crew Assignments ❖ Sign In Sheets including Cast and Crew		
	Label Dressing Room Doors and Stations		
	Obtain Valuable Envelopes/ Bags ❖ Create Labels for Valuables - Place at each Dressing Station		
	Spike Plot		
	Backstage Supplies: Spike Tape, Glow Tape (pre cut), Gaff Tape, Flashlights, Sharpie, Scissors		
	Blue Lights Set up (with extension cords)		
	Prop Tables – labeled		
	Chairs for backstage		
	Wardrobe/ Quick Change Area		
	Cue lights? If so where – put in notes the week prior to tech.		
	Where headsets needed? Confirm in notes at least 1 week out of tech.		
	Request God Mic		
	Safety Check: Fire Extinguishers, First Aid, Pathways, Lights Out ->Pre Glow and White tape Backstage & Onstage – where you can		
	<del>Bring Personal Supplies to Backstage</del> – Light, Several Pencils, Erasers, Stop Watch, Copy of all backstage paperwork, Notepad, Extra Scripts		
	Flashlights, Kleenex, and Trash Cans for Backstage		
	Post paperwork on Callboard in theatre SL		
	Packing Tape to Secure Spike Marks AFTER Tech when all has been set.		
	Establish a Headset Check In Order (SR, SL, Elex, Sound, etc.) Heads		
	Dark Check (ensure there are no extraneous work lights on)		
	Talk to FOH Establish Working Guidelines - Talk Late Comer Seating		
	Give Calls to ALL! 1.2 hour, 15 mins, 5 mins, and places.		
	Collect valuables!		
	Numbers onstage? Band set up (chairs, lights, music stands, power, etc.)		

- ❖ Remember Tech/ Dress Rehearsals are yours. Come in rested, energized, with a sense of humor, much patience, and ready to lead. Keep all informed and the process moving.
- ❖ Always give the actors a line to start with and the board ops/ designers a cue number. Some phrases...“Hold Please”, “Begin when you're ready”, “Wait for my Go”, Please & Thank you!
- ❖ Don't hesitate to stop for safety & to hold when needed.
- ❖ Breaks remain the same EVERYONE gets a 5 minute break after 55 minutes or 10 minutes after 80 minutes – STOP at the appropriate time for dinner and end of day – there is no scooching over the time.

## ***Old Black & White Hollywood***

### Strike Assignments

**Actors** go change out of costume quickly. Hurry back!

- Assist Deck Crew with risers and set.

#### **All Crew except Costumes:**

- Stack up all chairs on racks and keep in 208. Return black padded chairs on their rack back to Room 124.
- STRIKE risers and return to shop.

#### **Costumes:**

- Check in Costumes
- Clean dressing rooms
- Anything else assigned by Lisa. Please return to room 208 to assist with props and the set when you are through.

#### **Deck Crew:**

- Check to make sure all props are there before they are struck.
- Collect and return all foley in box and set aside in prop cabinet.
- Clean all glasses, bottles, and decanters and return to prop cabinet.
- Put all props neatly in the prop cabinet and store in the shop.
- Set aside for Laura:
  - Cigarettes
  - Electric cigarettes
  - Cigars
  - Powder
  - Powder puffs
  - Glass milk bottles (if cast doesn't want them)
  - Eva Rose make up and brushes
  - Doris Jean makeup and brushes
  - Hair wax (with wigs)
  - Hair ties (left for Patrina to do ShaWanna's braids)
  - Box of Foley for Laura to grab her items
  - Ottoman
  - Tall green director's chair
- Return to storage/shop:
  - ALL Stools
  - (3) black chairs marked with orange spike
  - Louis' chair
  - Drink cart
  - Eva Rose flat
  - Office Flat
  - Sky/church flat
  - (2) coat racks
  - Wheelbarrow w/ (3) prop sticks
  - Large plant

## ***Old Black & White Hollywood***

### Strike Assignments

- Old camera
- Water Fountain
- (2) Director's chairs
- Return to Quintero:
  - Trade ALL Black blocks for gray
  - Long music stand
- Return to Room 124:
  - Padded chairs on rack
  - Black bar
  - Piano
  - Music stand

### **Electrics:**

- Break down light and sound boards
- Return goose necks and clip lights to 208 SM cabinet
- Return extension cords to shop/SM cabinet
- **Lights:** restore the lights back to the new rep plot
- **Sound:** put sound board, clear comms, and other sound equipment on Neal's desk
  - **SM headsets return to Meghan**
- When done help Deck Crew with set

### **Stage Management:**

- Clear out 208 Stage Management cabinet.
- Empty out and return kit to SM locker
- Inventory lockers

**When done with your job, work on the list below!**

**Let's make sure 208 is back the way it was before we were here!!!**

- Move mats, bench, blocks and doors back into 208. Use picture on back wall for reference.
- Rip up all spike tape and throw away.
- Empty all 208 trash cans.
- One final sweep of the stage.