

## Stage Crew Flyer special

CHRISTMAS CAROL 2017

### **What do we do for stage crew???** Good question.

**(Preparation)Sunday:** The first order of business for preparation of the stage for “A Christmas Carol” is to bring all of our sets and props located at the Saugerties Ballet Center to the theater. The theater is the Ulster Performing Arts Theater (UPAC) located at 608 Broadway Kingston. There is a stage door entrance at the rear of the theater off of Cedar Street. Typically we borrow trucks (good with a cap for rain and snow) and trailers unless we are successful in acquiring a nice UHaul which is our plan.. We will let you know as the date approaches. After the last rehearsal at the studio on Sunday the 26<sup>th</sup>, we will be loading the trucks for transport. We will caravan down to the theater after loading up and simply empty out the trucks and trailers for the Monday morning crew.

**Monday put in:** We gather as many hands together (10 people are desired throughout the day) to perform the task of transforming the UPAC stage to a set for ‘A Christmas Carol’. Some people come at 8:30AM (Zack and Sonny are usually first) and some come at different times of the day and stay for various amounts of time depending on their schedules. We are there until later in the evening at a convenient break point. We start out hanging our backdrops of which there are three, one for the street scene, one for Fezziwig and one for Fred’s party. Sometimes we rehang other curtains to suit our show but not sure how that will go. That means unfolding them, drop in a pipe from the fly space ( I assume you can look these terms up on the internet), tie them to the pipe then fly them out and place bottom pipes in them to keep them straight. We will need to add counter weights to the rail system at that point. We assemble the bed, window, fireplace and any other articles needed. Bill Reinhart usually directs that. Some painting may be required to touch up. Screw guns, tape measures, small flashlights and adjustable wrenches are good if you have them to bring. We roll out our dance floor to get the kinks out but put it aside so we are not working on it all day. That comes a little later. By the time we have completed this set of tasks (oh yes, we try to have food and coffee there) the light order would have arrived unless Zack is successful in getting the delivery the week before. The Ulster Ballet owns a few special lights and UPAC has a bunch but we need more to make the show what it is. We begin by unloading the lights from the delivery truck then sort and count if we need to do that. Next we will hang all overhead lights then set up side lighting as well as the balcony. This will consume a good bit of time as we add the lights to the bars, cable them up, lace the cables to the bar and then add gels (color) and gobos (patterns) to the lights. After the lights are hung we begin the task to focus them on the correct spots or we might tape the floor down. To focus the lights we have one person on the light board, one on the lift and two to move the lift around. All of this takes a coordinated effort and there are usually old timers around to help and guide. This should conclude the day’s activities for Monday with odds and ends to be completed Tuesday during the day to be ready for dancers and our tech to begin on Tuesday evening.

**Tuesday Tech run through:** Hopefully the stage will be ready by 6 for us to begin. The evening usually starts with the operating stage crew kicking into gear. We have a lighting person who operates the board out in front of house where Zack will sit during the show. Along side of the light board operator is the sound board operator who will operate the CD player and microphones. Stage left and right are led by one of two Assistant Stage managers who will guide the back stage crew in raising and lowering back drops, setting props and sets on stage then moving them off, changing colors in the lights and even running the fog machine. Each individual will be assigned a task to perform before, during and after the performance.

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**Wednesday Dress Rehearsal:** Everything you learned last night will be put to the test as if it were a performance. The crew will generally start by cleaning and mopping the stage, setting up for act one and getting your instructions from the ASMs. We like the team to learn alternate parts so that in the event we lose a member to watch the show with family or due to another commitment, we will have no gaps.

**Thursday morning show:** Here we go. Try to be at the theater at least ½ hour to 45 minutes before the 10AM curtain for final instructions and notes. The stage manager and ASM will drive that. Clean the stage, set up color, props, sound, curtain and go. If there is snow, we have a phone chain which the stage manager is responsible for. The snow date is Friday...What to wear??? Black or a dark color so as not to be seen, a small flashlight is good and what the heck, throw in an adjustable wrench for good measure.

**Friday Evening show:** Similar to Thursday however we may make changes based on problems seen in the previous show. Again, try to be at the theater at least ½ hour to 45 minutes before the 7:30 PM curtain for final instructions and notes. Clean the stage, set up color, props, sound, curtain and go. We have only canceled one performance for snow but it could happen and the phone chain will be invoked. At the end of the show, we clean up what we can (snow from the final scene) and get set up for the next day. .

**Saturday Evening show:** Same as Friday **EXCEPT** the Saturday show will have a 4PM curtain.

**Sunday Matinee show:** Starts out the same as the other shows however this one begins at 2. Believe it or not we might still tweak things. When the curtain drops on this show, we immediately begin to strike. Striking means to undo everything we did on Monday's put in after the dancers are off the stage. We pull the tape from the floor and roll it up. We take down the lights, remove color and frames from them cataloging everything or putting them in a good pile for future use. We stack the lights in a corner to be counted, remove hardware from them that needs to be removed and separate ours from those of UPAC, rental and UBC. We coil and count cables, we disassemble boom pipes and props and begin loading into waiting trucks for delivery to the studio. We will remove bottom pipes from the backdrops and take them down. This is tricky because we need someone to watch the counter weights. There is a cast party going on during all of this action and hopefully we can break away for a bite to eat or food will come down. At the end of all of this, with trucks loaded, those who are capable, should caravan back to the studio to assist in unloading....Finally, the show is over. Thanks to all for reading this and a great big thanks to anyone who can volunteer or find a volunteer to help. Every little bit counts and Stage crew is as important as any other part in the show and don't forget that you actually are in the show. Why, some crew members have even appeared in the spotlight during past productions, not intentionally that is...If you have any questions, please feel free to email me at [sonny@saugertiesballet.com](mailto:sonny@saugertiesballet.com) or pull me aside.

All the best to you,

Sonny

Here is the schedule:

**Sunday night 11/26** is load props at studio to carry to UPAC. Need hands to start around 6:00 at the studio.

**Monday 11/27** Put in begins!

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**Tuesday 11/28** complete stage setup with the goal of being ready for our technical run through starting around 5.

**Wednesday 11/30** is dress rehearsal around 5.

**Thursday 12/03** is the kids / school show with curtain at 10:00 AM. Snow date is Friday the 6<sup>th</sup> at the same time.

**Friday 12/01** is opening night 7:30PM.

**Saturday 12/02** is the second evening performance 4:00PM.

**Sunday 12/03** is the matinee at 2PM, final show, strike and load out to Saugerties.

Also, call me, stop me or send your email to: **sonny@saugertiesballet.com**

## **Sonny/Quiedo**

Some important numbers to know:

- 1) UPAC office: 339-6088
- 2) SBC Studio: 246-4316

Where to go for info:

[http://ulsterballet.org/christmas\\_cast.html](http://ulsterballet.org/christmas_cast.html)