

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

*****SET, STAGE, AND PROPS COMMITTEE*****

Purpose: *This committee forms a team of adults and students (i.e. Stage Crew) to build the set(s), run the lighting, help with sound, work as ticket takers prior to each performance, etc.*

Membership: *The committee consists of a chairperson and possible multiple co-chairs for each sub-function (set building, prop creation/acquisition, lighting, sound, ticket taking, etc.). Obviously, skills in these areas would be a big plus: Are you good with a hammer and nails? Are you artistic and/or creative? Are you good at supervising high school students? If so, we really need you here!*

Clearance: *Members of this committee are required to have clearances because of the contact they have with the students. Please see the MFPA if you need information on this.*

Time frame: *Planning for this committee should begin around the beginning of the year by working with the Set Designer and the Director and Producer to get ideas of what they are looking for in this year's musical. Establish time frames for everything. Plan to be completed ahead of time.*

Budget: *Any expenditure over the budgeted amount for your committee must be approved by the MFPA Board.*

Duties:

1. The chairperson of this committee should be someone who can delegate the running of each sub-committee to a co-chair, but be able to coordinate periodically with them to make sure they are on track. The completion of the set and props ahead of schedule can really help out in many ways. It gives more time for the cast to become accustomed to acting on the final set; it gives the Program/Photography Committee a better chance to get photos taken earlier in order to get them into the Program Book. Planning is everything.
2. Scheduling of the Stage Crew activities is the responsibility of this committee. Any time that parents and/or students plan to be at the high school, the MFPA must get approval from the Administration. Therefore, your schedule needs to be worked out in advance, submitted to the MFPA Board, and approved by the School District Administration.
3. Communication of this schedule is this committee's responsibility. It may be helpful to have these schedules posted on the Montour Musical Website (check with the webmaster for this). Sending the schedule via email is probably the most efficient means of communication.
4. The individual requirements of set building, prop construction, etc. vary so much from year to year that it is impossible to list them here.
5. Among the various sub-committees of the Set, Stage, and Props Committee are:
 - a. Set Building
 - b. Prop Creation/Acquisition
 - c. Lighting

- d. Sound
 - e. Ticket Taking
6. Set building can begin around January by meeting with the Director and/or Producer to find out what their ideas are for the set. The chairperson of this sub-committee is in charge of leading both other adults and students in the construction of the set. Construction skills are necessary for this committee.
 7. Prop creation/acquisition can begin in January to February by working with the Director and/or Producer and the set building chairperson. This committee assembles a list of what props are needed and then sets to work tracking them down (hopefully on loan or for free) or planning to build them as needed. You may even poll the cast members to see if anyone has access to any of these things.
 8. For lighting, due to the auditorium's lighting system not being well-configure for the musical's needs, we hire a lighting specialist each year. The lighting is reconfigured and sometimes a syc is used with special lighting requirements. The purpose of this sub-committee is to provide a few students to help the lighting specialist in running the lighting during the dress rehearsals and the performances. Sometimes help is needed in advance with the construction of gobos, etc.
 9. For sound we also hire a specialist who generally brings in outside sound equipment, as the auditorium basically has no built in sound equipment. A couple of students are needed to help the specialist.
 10. Ticket taking is handled by members of the Stage Crew. During the performances, students pass out Program Books and collect tickets at the door. They are responsible for checking the tickets of everyone entering the auditorium to insure that they have tickets for the correct performance and that students and adults have the proper tickets. They also need to be "frugal" when handing out the Program, as to make sure that we have enough for all performances. It is necessary for an adult to supervise the students in this sub-committee.