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Fairfield County Weekly Annual Readers' Poll

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1349 Newfield Avenue
Stamford CT 06905

203 329-8207
Fax 203 322-3656

Box Office
203 461-6358 x13

WELCOME TO CREW SIGN-UP FOR MATILDA! Please review the information below and on the back of this letter. Any questions may be referred to our volunteers at the desk.

Crew Sign-up Procedure and Policy

You must be entering 4th grade in the 2019/2020 school year to age twenty-one to sign-up. Please fill out the form attached to this letter and let us know about any technical experience or other theatre-related experience you may have. All forms will be reviewed by our producers, tech director, stage managers, and our design team who will base their decisions on how many crew positions and jobs we have available. Crew positions are limited, especially for our running crew. If you have any questions, please consult our volunteers at the desk or call 203-329-8207 x16 for more information.

Our cast and crew list will be available online at www.curtaincallinc.com (click on "Auditions") as early as Friday, June 7, 2019.

The Commitment

There is a \$50 participation fee for all cast and crew. Sibling discounts and scholarships are available. For more information call 203-329-8207 x16.

Our production calendar is on the back of this letter. Please review it carefully and list ANY AND ALL potential conflicts on the back of your sign-up form. Curtain Call has a strict attendance policy and any conflicts we are not aware of prior to the start of production can greatly affect the production schedule and even lead to dismissal.

First Company Meeting and Ad Canvass Day - Saturday, June 15, 2019

10:00am to 2:00pm: This is a mandatory meeting for cast, crew and parents. We will discuss parent volunteer opportunities, scheduling and other information, and allow parents and participants a chance to meet the producers and our production team. The meeting will be followed by our Ad Canvassing. In order to defray production costs, we call upon the company to help raise funds by selling ad space in our playbill. The entire company will break into teams and canvass local businesses. Parent volunteer drivers will be needed. Curtain Call will provide "coffee and" before the meeting and a pizza party in the afternoon.

Crew Work Calls: Our Technical Director Jamie LaJoie will hold regular crew work calls on Saturdays from 10:00am to 4:00pm beginning as early as June 22, 2019. As we approach our tech rehearsal (July 28), work calls may also occur weekday evenings as scheduled by the producers. Those of you interested in signing-up for our running crew (or the crew that runs the show during performances) would need to be available July 22 to 25 from 6:30pm to 9:30pm to attend final run-thrus and begin learning the show.

***PLEASE NOTE: Volunteers under age thirteen will not operate any power tools other than screw guns, nor climb any ladders.**

Tech and Dress Rehearsals: Sunday, July 28, 2019 will be our tech rehearsal, an all-day rehearsal from 10:00am until 11:00pm. Dinner for the entire company will be provided. Dress rehearsals will be July 29, 30 and 31, 2019 from 6:00pm to 11:00pm. **All running crew members must attend tech and dress rehearsals.**

Performances: August 1, 2, 3, 8, 9, 10 at 7:30pm with matinees August 4 and 10 at 2:00pm. AUGUST 4 AND 7 AT 7:30PM ARE ON HOLD SHOULD WE NEED TO ADD PERFORMANCES. **All cast must attend all performances.**

Tear-Down/Strike: August 11, 2019 beginning 10:30am. Crew must attend.

MATILDA Crew Calendar 2019

June 2019

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

July 2019

| S | M | T | W | T | F | S |
|------------|---------------|------------|------------|------------|-------------------------|------------|
| June 30 | 1 Bios Due | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 Ads and Boosters Due | 20 |
| 21 | 22 REQ. | 23 REQ. | 24 REQ. | 25 REQ. | 26 | 27 REQ. |
| 28 REQ. | 29 REQ. | 30 REQ. | 31 REQ. | | | |

August 2019

| S | M | T | W | T | F | S |
|-----------------------|----|----|--------------|-----------|-----------|------------|
| | | | | 1 REQ. | 2 REQ. | 3 REQ. |
| 4 REQ. EVE ON HOLD | 5 | 6 | 7 ON HOLD | 8 REQ. | 9 REQ. | 10 REQ. |
| 11 Strike | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

All crew dates are shaded. Dates labeled "REQ." mark required commitments and are **NON-NEGOTIABLE**.

Our Technical Director Jamie LaJoie will run regular work calls on Saturdays from 10:00am to 4:00pm. As we approach tech (July 29), work calls may also occur weekday evenings as scheduled by the producers. Please review this information carefully. **LIST ANY AND ALL POSSIBLE CONFLICTS ON THE BACK OF YOUR SIGN-UP FORM.**

***PLEASE NOTE: Because of reasons of insurance and liability, volunteers under age thirteen will not operate any power tools other than screw guns.**

EXPLANATION OF THE DATES

JUNE 15: Our First Company Meeting and Ad Canvass Day 10:00am to 2:00pm:
ALL PARTICIPANTS AND PARENTS.

JUNE 22, 29 & JULY 13 & 20: Regular work calls from 10:00am to 4:00pm. Not all crew members will be needed for every call. Schedule updates will be posted on our website.

JULY 1: Bios due for playbill.

JULY 19: Ads and boosters due for playbill.

JULY 22 to 25: Final run thru 6:30pm to 9:30pm. Crew members who commit to Running Crew must be available to observe these rehearsals and start learning the show.

JULY 27: Complete all scenic construction and painting, and dry tech of lights, sound, etc. (without cast) tentatively 10:00am to 6:00pm.

JULY 28: Full tech with cast 10:00am to 11:00pm. Lunch break scheduled. Dinner provided. **FULL RUNNING CREW REQUIRED.**

JULY 29, 30 and 31: Dress rehearsals. Crew called 5:30pm to 11:00pm.
FULL RUNNING CREW REQUIRED.

PERFORMANCES: August 1, 2, 3, 8, 9, 10 at 7:30pm and August 4 and 10 at 2:00pm.
AUGUST 4 AND 7 AT 7:30PM ARE ON HOLD. FULL RUNNING CREW REQUIRED.

AUGUST 11: Tear-down and strike beginning at 10:30am. **FULL CREW ATTENDANCE REQUIRED.**

For more information, contact our Education Director **Brian J. Bianco** at 203-329-8207 x16 or brian@curtaincallinc.com.

MATILDA CREW SIGN-UP FORM
Curtain Call's Summer Youth Theatre

Music Director
Greg Chrzczon

Director
Brian J. Bianco

Choreographer
Emily Frangipane

Please Complete All Sections and Attach Resume if Available

Please list ALL conflicts on back of this form.

Sign-Up Number: _____ Thursday Saturday (please circle one)

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Cell Phone: _____

E-Mail: _____

Parent Contact: _____

Phone: _____

E-Mail: _____

** Please be aware that correspondence with cast, crew and parents is done through email, as it is the most effective means for us to keep everyone posted on special announcements and/or last minute schedule changes.*

Your Physical Description:

Height: _____

Weight: _____

Date of Birth: _____

**For reasons of safety, certain technical tasks are delegated according to particular age ranges and physical builds.*

Your Technical Experience (you may use the back of this form if necessary):

Year

Production

Theater

Job

Director

Crew will involve the following production areas:

Set Construction, Painting, Costume Construction, Wardrobe (Maintenance and Costume Changes), Props, Lights, Sound, Make-Up, Running Crew, Fly Loft, Production Runners/Gophers

Job (or jobs) for which you would like to be considered: _____

Do you have experience with power tools (i.e. screw or nail guns, jig or table saws, etc.)? _____

Do you have experience in electrics? _____

Are you afraid of heights? _____

**Please note that for reasons of safety, you must be at least 15 years of age to handle power saws, patch or plug lighting and sound cables, or climb high ladders and scaffolds. ANY HANDLING OF POWER TOOLS, ELECTRICS OR WORK INVOLVING LADDERS OR SCAFFOLDS WILL BE UNDER ADULT SUPERVISION.*

Can you read a drafted ground or building plan? _____

Do you have experience in painting? _____

Can you sew? _____

How did you learn about Curtain Call? (please be specific) _____

Please list any and all conflicts on the back of this form.