



Dialogue of the Carmelites

Crew Info Packet

11/1/22

V.Final ENM

Important Info

SM Contacts

PSM: Rosie Burns Pavlik

ASM: Hannah Burford

ASM: Emily Mallendick (419)799-1054 *She/Her*

PA: Lily Landoch

Email: carmelitesccm2022@gmail.com

Show Dates:

November 18th, 8pm

November 19th, 8pm

November 20th, 2pm

Location: Corbett Auditorium (CA)

Synopsis

This opera tells a fictionalized version of the story of the Martyrs of Compiègne, Carmelite nuns who, in 1794 during the closing days of the Reign of Terror during the French Revolution, were guillotined in Paris for refusing to renounce their vocation.

Our Purpose

Our purpose is to assist in making this show run smoothly and safely. It is your responsibility to learn your track, be at all your cues, and anticipate what comes next in the show. Please alert the SM Team if you have any questions or concerns about your track and the things you are doing. Our top priority is making sure that each member feels safe and comfortable with their role backstage.

Paperwork

We will meet in the shop every day at your call time, you will receive updated run paperwork every day to highlight. Please put your name on the top of each new version of your paperwork and take notes throughout the rehearsal/run as you are given new tasks or if anything else changes. At the end of each night, I'll collect them so that I can update the paperwork as things in the show change. There will be updates every night until the show is finalized and positions backstage have been solidified. Please do not misplace your given paperwork.

Backstage Etiquette

If something is not yours, please don't touch it. We need you to be alert and ready to go at all times. Please do not sleep backstage. I am okay with phones backstage, as long as it is silent and does not distract you from your cues. ***No earbuds of any kind will be worn backstage.***

Dir Robin Guarino
SM: Rosie Burns Pavlik

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Dialogue of the Carmelites

- Sign In
Every day you will sign in through a QR code outside the scene shop, please be on time and ready to work at your call time. If you are going to be late, please contact Emily and let Stage Management know, if I don't hear from you, I will assume that you're not coming in and it will be considered an absence.
- Downtime
There will be a good amount of downtime during tech, you are able to use your phone backstage as long as it is on silent and you are attentive and on top of your cues/aware of your surroundings. **No earbuds of any kind are allowed backstage.**
- Visitors
Visitors are not allowed backstage. If you see someone you do not recognize that you believe does not belong in the space, please let the SM team know ASAP.
- Food and Drink
Water is the only food or drink allowed backstage, please make sure that your water bottle has a sealed lid that closes completely. **Metal water bottles and water bottles with open straws are not permitted.**

Interacting with Performers

Our cast is large, and Opera singers are very focused. Though the crew will be handing off every prop to each performer prior to their entrances, it is very important that our performers are not distracted from the job at hand. They are constantly listening for their place in the show, and following ASM cuing to know when to enter. This means that there should be no poking, tapping on, making small talk with as they are waiting for ASM cues, or other forms of distraction backstage. Opera singers do not pick up nor return their own props to the prop table like actors do. Please be on top of all your cues to avoid any performer anxiety about not having a needed prop.

Dress Code

Please make sure that you are wearing clothes that you can work in - this includes closed-toe shoes. During dress rehearsals and performances, crew members are required to dress in blacks - which means black long sleeves, black trousers, black socks, and black shoes. Stage blacks will be required starting **Monday, November 14th, 2022.**

Safety

Safety is our number one priority at all times, this goes for you, the cast, and the entirety of the production team! Please talk to someone on the SM team ASAP if anything or anyone ever makes you feel unsafe or uncomfortable. Please let us know if you see any inappropriate behavior, please do not walk home alone, and be careful at all times.

Themes of Show Reminder

As this opera is based on the true story of the Martyrs of Compiègne, a community of sixteen Carmelite nuns who were guillotined during the French Revolution's Reign of Terror, it is important to acknowledge the religious significance and details touched on in this production particularly, but not singularly to the Catholic faith. Regardless of personal beliefs, it is important to be mindful of and respect the religious themes and symbols used throughout this show. Just a reminder, when dealing with heavy material, as Carmelites does, it is important to stay professional and respect the emotional work that the performers are providing.

Terms to Know

Preset - This is a prop/scenic element that is placed before the show begins or before the time it is needed, it will go where your paperwork instructs it to be placed.

Handoff - This is handing a prop to a performer before they go onstage. Every prop will need to be handed off directly to the performer before they go onstage.

Check - There are certain props that will need to be checked before going onstage to make sure that they are in the right place, order, etc. Please make sure that these are placed correctly before sending them onstage.

Catch - This is when you retrieve an item from a performer.

Track - This is when you take an item and move it from one place to another.

Spike - This is colored tape used to denote where certain set pieces are placed, the tape will be either in the corners or the center of where the piece needs to be.

Set - This is when you place an item.

Strike - This is when you take an item offstage.

Standby - Standing by is when you should be set/ready to complete your next action. ASMs will alert you to go into standby either verbally or by raising an arm, or when the cue light comes on.

Go - A signal to GO will be communicated after being in standby. When you are signaled to GO by an ASM, do not hesitate to complete your assigned action.

Cue Light - These will be used in some of the transitions of this show. When the light comes on, this is your STANDBY. The light will come on 15-20 seconds before the action needs to be done. When the light goes off, immediately do the required action.

Hold - This will be an audible cue given by either the Stage Manager or ASM. This means to stop whatever you are doing, even if you are in the middle of a specific action. HOLD may be called to avoid collision, or to signal that we may be going back to do something again. Please stop what you are doing and listen for instruction from stage management when HOLD is called.

Masking - The soft goods used to obscure backstage to the audience.

RP Screen - Our two largest step pieces are Rear Projection Screens. Please follow instructions of how close to stand near these screens and pay attention to when they are being illuminated from behind.

Truss - A structure created by many beams connected at pin joints. We have three in our set.