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Subject: Spelling Bee Tech Week News  
Date: December 2, 2021 at 9:42 AM  
To: lisa@mjtstages.com

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Hello, Lisa,

Our show is right around the corner and it is going to be fabulous! I appologize in advance for innundating you with so much information this time, but it is the nature of the tech week beast. Please do read carefully as everything is important and let me know if you have any questions.

## **TOP PRIORITIES**

- Headshots Today! - Rescheduled (Cast)
- Volunteer Signup (Parents)
- Cast Party Signup (Parents)

## **HEADSHOTS (TODAY - 12/2)**

Due to a scheduling snafu, headshots have been rescheduled. Photographer, Jennifer Cummings, will be taking headshots before and during rehearsal **TODAY. Please arrive at 5:45 p.m. if possible.** Thank you for your patience and flexibility!

## **VOLUNTEERING**

There is an urgent need for dressing room supervisors during performances. Costume designer, Beth, says that there are a number of very quick changes that require assistance. Please sign up for a slot or two if possible. [\*\*SPELLING BEE VOLUNTEER SIGN-UP\*\*](#)

Friday, 12/10, 7:30 p.m. Show - NEED TWO

Saturday, 12/11, 2:00 p.m. Show - Mery Palarea, Steve Tosto  
Saturday, 12/11, 7:30 p.m. Show - Mery Palarea, NEED ONE  
Sunday, 12/12, 2:00 p.m. Show - NEED TWO

### **MESSAGE FROM CAST PARTY ORGANIZER, SARAH GIBSON**

"Thank you for donating items for the end-of-show cast party! All items are to be dropped off at the Shearer Studio on Sunday before the show. Money for pizza can either be given to Lisa Shearer at Stages or by venmo @Sarah-Gibson-222."

### **CAST PARTY SIGNUP**

### **DON'T FORGET TO...**

- Purchase Tickets
- Donate to the Pirate Toy Fund
- Send Your Middle School Photo

### **TICKETS**

Tickets are available for purchase online at the link below. Everyone watching the show should have a ticket. Price \$15.

### **SPELLING BEE TICKETS**

Based on guidance from the CDC and in step with Broadway and Rochester area theaters, masks are currently being worn at Stages by everyone over the age of 2. In addition, cast, crew, staff and audience members ages 12 and over must be vaccinated and show proof of full COVID-19 vaccination with ID. Students under 12 are welcome with a mask. Subject to change, effective immediately, as needed.

### **BENEFICIARY**

We're hoping to bring a little magic to families in need. Please share the information below with family and friends who will be in the audience. Thanks in advance for your support!

Stages performances improve the community by encouraging young performers to use and share their talents to help others. The performances of *The 25th Annual Putnam County Spelling Bee* benefit **The Pirate Toy Fund**. Monetary donations can be made anytime at the link below. If you prefer to bring a gift to the show to help bridge the gap of need this holiday season, that would be wonderful too!

### **STAGES PIRATE TOY FUND STORE**

### **MIDDLE SCHOOL PHOTO REQUEST**

Parents, we need your help with a fun project that will enhance the look and theme of the show. Please email one of your awkwardly charming middle school photos to [Lisa@mjtstages.com](mailto:Lisa@mjtstages.com). The photos coming in have been priceless. We can't wait to see yours!

### **TECH WEEK INFORMATION**

#### **TECH SATURDAY (9:30 a.m. - 4:00 p.m.)**

**\*The entire cast is called at 9:30 a.m.**

This will be a long, but productive rehearsal adding in the technical element of the show. Below you'll find information to help the day run as smoothly as possible.

- Everyone will be in costumes on Saturday. Please double check that all of your items are in your costume bin including bases

items are in your costume bin, including bases.

- Mics - The entire cast will be mic'd. Everyone needs to wear a cami or some other base to hook mic packs to. Mic belts may also be used. Keep in mind that Hannah and the sound crew will be accessing mics under your costume. Please wear a base that will provide appropriate modesty and comfort for all involved.
- Bring a lunch filled with healthy, nutritious food for sustained energy.
- Bring some extra patience. The show will stop and go as we work out any issues with sound and lights.

## **TECH WEEK: MONDAY (12/6) - THURSDAY (12/9)**

**\*Everyone should come to the theatre with hair and makeup done during tech week and shows, unless you need special help.**

- Rehearsals run Monday - Thursday and are longer than usual: **Monday-Thursday: 5:30 - 9:30**. We are aware that this can be an exhausting week for the cast and will get them out the door at 9:30pm on the nose so that they can get home to bed.
- Eat nutritionally, take your vitamins, and get as much sleep as possible!
- Please come to the theater with hair and base makeup already done on the requested nights.
- To preserve costumes and mics, **only approved foods are allowed in the dressing room (grapes, carrots, pretzels, water)**. Any other food items found in the dressing rooms will be confiscated. Please bring a refillable water bottle, labeled with your name.
  - **Monday** - Full Dress (Costumes/Makeup/Hair)
  - **Tuesday** - Full Dress (Costumes/Makeup/Hair)
  - **Wednesday** - Full Dress (Costumes/Makeup/Hair), parents in to video, cast photo and parent photo opportunity (6:15 parents arrive)
  - **Thursday** - Full Dress (Costumes/Makeup/Hair)

## **PERFORMANCE CALL TIMES**

**\*Call times will be solidified by Tuesday of Tech Week.**

For 7:30 p.m. Shows - Cast Call will likely be 5:30 p.m.

For 2:00 p.m. Shows - Cast Call will likely be noon

## **SPREAD THE NEWS ABOUT OUR SHOW**

There is nothing better than playing to a full house! Promotional cards were passed out this week. The cards are great for handing out to family and friends. Also follow us on social media to share promotional posts (see icons below).

## **VIDEO AND PHOTO OPPORTUNITY**

### **Video:**

Parents, you are invited to record the **Wednesday (12/8)** dress rehearsal from the balcony for educational purposes (**families only**). **No recording of any kind will be allowed during performances.** If you are interested in taking advantage of this, please arrive by **6:15pm** on Thursday to setup. **Masks and vaccination cards required.** Make sure batteries are charged and equipment is in working order. This will be a working technical rehearsal and may have parts that are still being refined. Thank you for refraining from speaking to the artistic staff as their focus will be on the students and the technical staff. People recording will be socially distanced in the balcony.

### **Photo:**

Parents will have 10 minutes following Wednesday's dress rehearsal to take photos of their cast member in costume. Students wearing mics will first go backstage to have their mics removed and then may come out for photos while the cast photo is being arranged. Photos can be taken in the theater and in the lobbies, not on stage. Please take your photo as quickly as possible.

**Photography in the dressing rooms and backstage is not allowed** for a variety of reasons, the most important of which is having people in various stages of un-dress. Please do not take photos/videos backstage.

### **PHOTO/CD ORDERS**

Photographer Jennifer Cummings is selling CD's of candid photos, photo book and posters of the show. The order form will be sent home during tech week.

Note - If you choose to order individually off of Jennifer's website [www.jennifercummingsphotography.com](http://www.jennifercummingsphotography.com), the password is MJTS

### **WOODEN ROSES**

There will be wooden roses available for sale during each show. The roses are a nice fundraiser for Stages in addition to being a beautiful and lasting gift for your favorite performer.

### **HYGIENE**

This can be an awkward subject, but it is important to address as we start dress rehearsals. Please remember to shower every day and wear deodorant. It is a good idea to bring extra deodorant with you during dress rehearsals and shows. Those stage lights can make people hot and sweaty. We want the dressing room experience to be a good one for all involved. Thank you for understanding!

### **PARKING**

If an event is taking place at the Auditorium Theatre, you may be charged to park. Tell the attendant you are with "Stages" to receive a discount. Please lock cars and do not leave valuables in plain view. When "Event Parking" is occurring, Stages families are asked to park in the Red Cross parking lot across College Avenue. Please let your friends and family know.

On with the show!

Lisa Shearer  
Director of Production Operations

