

**THE LEGEND OF SLEEPY HOLLOW  
REHEARSAL SCHEDULE AND GUIDELINES**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

**Congratulations and welcome to the cast and crew of THE LEGEND OF SLEEPY HOLLOW!**

I ask that you spend some time contemplating your responsibility to this project. The most rewarding experiences I have had in the theatre have come from working with people who understand their role in creating a nurturing atmosphere for everyone involved. Time is precious to us all and so is opportunity. We need every one at rehearsals and ready to work in a positive environment. Everyone one in this cast and crew is talented and important to the show. There are no small parts in this show, there is a lot of ensemble acting in this production and crew will also have some important responsibilities towards making this a “scary legend come alive!”

**You must have an excuse to miss a rehearsal.** If you can not attend a rehearsal due to an emergency or illness -YOU MUST LET MRS. PAM STEERS KNOW. Please, also call and leave me a message when you call and report a school absence. It may make a difference as to what we rehearse at a specific rehearsal if someone is My classroom is 246; and my voice mail is 235-7599 ext 5246; email is [psteers@egrps.org](mailto:psteers@egrps.org) .

UNEXCUSED ABSENCES WILL RESULT IN DISMISSAL FROM THE CAST OR CREW.

Jobs are not excused absences. Please talk with your employer about changing your schedule to meet your rehearsal needs. Please reclear conflicts listed on your audition sheet with me at the first rehearsal. If you listed “flexible” -I expect you to be flexible. Commitment to this show is very important. When you miss a rehearsal it affects the whole cast and the sections we are working on. **All students selected have already signed a contract that they will be available to attend all rehearsals. Mandatory rehearsals are Oct 26 – Nov 5.**

All cast and crew members are to follow all guidelines in the EGRHS conduct policy for co-curricular activities. This includes no tobacco smoking in the school building or on school property and no use of illegal substances at any time. The PAC and the parking lot are school property, as is the cast/crew party sight. **I also have the right to go beyond the school discipline policy for alcohol or drug related offences and have the option of permanently removing you from the production.** Remember, your actions affect not just you, but a cast and crew of over 50 students!

Also, you must be in school a minimum of 3 hours in order to attend rehearsals or performances. So, stay healthy! And, there is a new tardy policy which can effect rehearsal/performance attendance. If you reach 8 tardies in any one class, you will be suspended from any co-curricular activities for 3 days! So, be on time to class!

BE ON TIME! Rehearsals will start on time. It is recommended that you arrive at least five minutes early to the rehearsal area. Use this time to clear your mind and focus on the work ahead. After Oct 27 there is not an ending time listed for rehearsals. We would hope to be done in 4 hours, but they may run later as this is a long show. Once we get into costume, run the show, have notes and get out of costume, it may be late. BE PREPARED!!! and tell your parents!

This is a very complex and dramatic show. Begin memorizing now, the sooner you are off book, the more we can begin to work on characterization.

You are responsible for knowing what rehearsals you need to attend. Highlight your schedule accordingly. For cast members there is an attached scene breakdown.

Cast members bring a pencil, script, and this schedule to ALL REHEARSALS. We make changes to the schedule as we go along!!! Put your name on everything!!! Crew bring your script, schedule and running plots to all rehearsals and a pencil. Costume and makeup crews should also bring a note pad. Scripts are yours to keep and mark up.

There is ABSOLUTELY NO EATING IN THE LITTLE AUDITORIUM ON THE CARPETED AREA! You may eat in the hall or on the stage floor in the designated spot. There is no eating or drinking in the PAC house at any time. You may eat in the green room upon arrival, if you clean up after yourselves. Only water bottles are allowed backstage, dressing rooms, or while you are in costume.

Visitors are allowed at rehearsals only with the permission of the director. This is our time to work freely and creatively without an audience.

You will be able to order a picture CD online from Mrs. Jan Lewis at [www.JKLGraphics.com](http://www.JKLGraphics.com) for \$15.00.

Tickets can be ordered via online at [www.egrhsdrama.org](http://www.egrhsdrama.org) or by mailing in ticket order forms.

DON'T CHEW GUM DURING REHEARSALS. Also, no hat wearing. The face is the most expressive part of your body: we need to see it. Please do not cut or dye, etc. your hair without talking to me first!!! This is a period show- for both **men and women - LONG HAIR!!**

All costumes will be provided. Women will need to provide their own black tights. 2 pair is always a good idea. Women will need to provide their own lipstick (pinks and naturals) and eye shadow (browns or muted blues) mascara (black). We provide foundation, cheek color and specialty makeup and facial hair. Men need to provide their own eye liner – black. This is all for hygienic reasons. We will be providing all hair needs for the show.

All women need to be in rehearsal skirts and shoes at all rehearsals- those will be provided.

### **Production Staff**

Stage Crew, lights, sound, props, costumes, makeup must attend beginning Oct 25. You are encouraged to attend any rehearsals you would like. You must attend all noted rehearsals and performances. As this is a short commitment -there are no excuses. If you miss a rehearsal you will be replaced! Backstage crew must wear black beginning Oct. 27.

Make-up and Hair -attend all rehearsals marked crew. You can watch one night and then take inventory another night and organize things. You are in charge of makeup room and backstage dressing areas for dress rehearsals and performances to assist with applications and keep things clean. Begin now doing some research on women's hair. Colonial 1790s. There will be some wigs.

House Manager -You also must work on Wed. Nov 2 at 6:30 for Final Dress and Thur, Fri, Sat. Nov. 3, 4, 5 at 6:30. You are in charge of ushers each night and the training of them You also need to work on contacting and finding 12+ ushers for each night and have them attend a training session on the 2<sup>nd</sup>.

Ushers/Flower Sellers: We need more people! Sign up with House Manager for a night, recruit your friends. Attire black and white. Nice. No jeans, no belly buttons, no bare shoulders. Training on Nov 2 from 3:10 – 3:30.

Publicity/Program/Advertising – I will meet with you individually. Set Construction – Keep in contact with Trent Wadsworth for work dates. Stop in and check with him or email him at [twadswor@egprs.org](mailto:twadswor@egprs.org) He often posts work times on the green room door. His phone is 293-1037.

Properties We have a meeting set for Thursday , Oct. 29 from 6:00 – 7:00

TBA = To Be Announced

LA = Little Auditorium

PAC = Performing Arts Center

DATE	TIME	REHEARSAL	Cast/Crew Needed
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All Rehearsals until Oct 27 are in the LA.

Mon Sept. 19	5:00 – 8:00	Intros/ Schedule/History/Choir	All Cast
Tue. Sept. 20	3:30 – 6:00	Block 2	See breakdown
Wed Sept. 21	4:00 – 6:00	Block 3 Run 2 & 3	All Cast

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Mon Sept. 26	3:10 3:30 – 6:00	Crew Meeting Block 1	All Crew All Cast
Wed Sept 28	3:30 – 6:00 6:00 – 6:30	Block 4 pg 40 – 49 Choir Rehearsal Parent Meeting	See Breakdown All Parents of cast and crew
Thur. Sept. 29	3:30 – 6:00 6:00 -7:00	Block 4 pg 36- 39 Block 5 Prop Meeting	See Breakdown See Breakdown Prop Crew
Fri. Sept. 30	3:30 – 6:00	Work Act I	All Cast

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Mon. Oct 3	3:30 – 6:00	Block 6	All Cast
Tue Oct 4	3:30 – 6:00	Block 7, 8	See Breakdown
Wed Oct 5	3:30 – 6:00	Work 6, Block 9	All Cast
Thursday Oct. 6	3:30 – 6:00	Run Thru	All Cast
Friday Oct 7	HOMECOMING		

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Mon. Oct. 10	3:30 – 6:00	Work 1, 3, 9	All Cast
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Tue Oct. 11	3:30 – 6:00	Work 6 Choir Rehearsal	All Cast
Wed Oct. 12	3:30 – 6:00	Work 2, 4, 5, 7, 8	See Breakdwon
Thur. Oct. 13	3:30 – 6:00	Run Thru * Props Due*	All Cast Prop Crew
Fri. Oct 14	3:30 – 6:00	<b>Act I LINES MEMORZIED</b>	All Cast/ Props
<b>ADS DUE, BIOS DUE      24 hr theatre begins at 7:00</b>			

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Mon. Oct. 17	6:00 – 9:00	Run Thru	All Cast
T-SHIRT ORDERS DUE			

Tue Oct. 18	3:30 – 6:00	Work TBA	TBA
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Wed Oct. 19	4:15 – 6:00	<b>Act II LINES MEMORIZED</b>	All Cast
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Thursday Oct. 20	3:30 – 6:00	Run Thru	All Cast
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Fri. Oct. 21	3:30 – 6:00	Work TBA	TBA
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Mon. Oct. 24	3:30 – 6:00	Run Thru	All Cast Crew encouraged to attend
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Tue Oct. 25	3:30 – 6:00 6:00 -7:00	Run Thru Makeup Meeting	All Cast/Crew Makeup Crew
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Wed Oct. 26	3:30 – 6:00	Run Thru	All Cast/Crew
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**ALL REHEARSALS til Nov 5 are MANDATORY**

Thur.- PAC Oct. 27	3:10 – 3:30 3:30 – 7:00	Food in Green room TECH	All Cast/Crew
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Fri. -PAC Oct. 28	3:10 – 3:30 3:30 – 8	Food in Green room Tech/Run Thru/try on costumes	All
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The Legend of Sleepy Hollow  
Synopsis of Scenes

The Fall of 1790

Act I

Scene 1: BareStage/Store/Schoolhouse

Pg 7 - 20                      Cast: All

Scene 2: The Van Rippers - Evening

Pg 20 – 26                      Cast: Van Ripper, Dame Van Ripper, Margaret, Gretchen,  
Grandmother, Ichabod

Scene 3: Church – Sunday Morning

Pg 27 - 33                      Cast: All

Pg 33- 36                      Cast: Brom, SH Boys, Katrina, Ichabod

Scene 4: Schoolhouse – late afternoon

Pg 36 - 39                      Cast: Ichabod, School Children

Pg 40 - 44                      Cast: Ichabod, Dame Van Ripper, Dame Van Tassel, Katrina,  
Grandmother, Women choir members, Brom, SH Boys

Pg 44 - 49                      Cast: Ichabod, Katrina, Brom

Scene 5: Schoolhouse – next morning

Pg 49                              Cast: Brom, SH Boys, Ichabod

Pg 49 -56                      Cast, Ichabod, School Children, Van Tassel

INTERMISSION

Scene 6: All-Hallow's Eve Party

Pg 56 - 58                      Cast: Ichabod, Gunpowder

Pg 58 - 69                      Cast: All

Scene 7: The Woods – later that night

Pg 69 - 72                      Cast: Ichabod, Gunpowder, Headless Horseman, Horse

Scene 8: The Woods/Church – the next morning

Pg 72 - 73                      Cast: Van Ripper, Peter Vedder, Nicholas, Diedrich, Gretchen,  
Christian

Scene 9: Church – A Spring Afternoon

Pg 74 -                              Cast: All except Ichabod