

OUR TOWN  
REHEARSAL SCHEDULE AND GUIDELINES

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Congratulations and welcome to the cast and crew of OUR TOWN!!

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 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. Let's make this one of our best experiences in theatre.

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 missing. My classroom is 246; and my voice mail is 235-7599 ext 524; 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 effects the whole cast and the sections we are working on. All students selected have already signed a contract that they will be available to rehearse on Nov 12, 13, 14. No school days. These rehearsals are Mandatory.

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. Also, you must be in school a minimum of 3 hours in order to attend rehearsals or performances. So, stay healthy!

**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 Nov 16 there is not an ending time listed for rehearsals. We would hope to be done in 3 hours, but they may run later as this is a 3 act 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. We can not really begin to work on acting and pantomime until you are off book. Begin memorizing now!

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

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 approval, if you clean up after yourselves. Only water bottles are allowed backstage 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 We could not obtain permission to video tape this production so Mrs. Lewis will also make available a full photo CD of the entire show.

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

#### Cast

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 women the longer the hair the better, for men a short look is best.

All costumes will be provided. Women will need to provide their own black tights. 2 pair is always a good idea. If you are playing a young girl you will need white tights. Women will need to provide their own lipstick and eye shadow, mascara. We provide foundation, cheek color and specialty makeup and facial hair. Men need to provide their own eye liner. This is all for hygienic reasons. We will be providing all hair needs. Exception: All cast members are asked to bring looking for a black umbrella that can be used in the show.

#### Production Staff

Stage Crew, lights, sound, props, costumes, makeup must attend beginning Nov 13. 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 Nov. 14

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.

House Manager -You also must work on Wed. Nov 18 at 6:30 for Final Dress and Thur, Fri, Sat. Nov. 19 - 21 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 10+ ushers for each night and have them attend a special training session as we are producing this in the round and seating will be different.

Ushers: 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.

Publicity/Program -We have a meeting on Oct. 8th at 3:15to discuss posters, Logos. We need all posters and artwork and typed bios by Nov 2.

Set Construction –There isn’t much for this show as there is no set. We will need to put up risers and chairs for the arena seating. We will not do this until the week of the show. Keep in contact with Trent Wadsworth for work dates. Stop in and check with him or email him at twadswor@egprs.org

TBA = To Be Announced  
 LA = Little Auditorium  
 246-Mrs. Steer’s Classroom on 2nd floor  
 PAC = Performing Arts Center

DATE/ TIME LOCATION	REHEARSAL	Cast/Crew Needed
Mon. -LA Sept. 28	3:30 - 6:00 Costume Measuring/intros	All Cast
Tue. -LA Sept. 29	3:30 – 6:00 Read Thru/Watch DVD	All Cast
Wed- LA Sept 30	3:30 - 6:00 6:00 - 6:30 Block Pg 1- 15 PARENT MEETING	
Thur - LA Oct 1	3:30 - 4:00 4:00 - 6:00 Production Staff Meeting Block pg 16 - 25	All Crew
Fri. - LA Oct. 2	3:30 - 6:00 Run Pg 1- 25	

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Mon - LA Oct. 5	4:30 - 6:00	Block Pg 26 - 36	No choir
Tue - LA Oct. 6	3:30 - 4:30 4:30 - 6:00	Vocals: Choir Run Act I	Choir, Mrs W, Mrs. G, Mrs. S, Simon
Wed- LA Oct. 7	3:30 - 6:00	Block pg 37 - 45	
Thur- LA Oct. 8	3:15 - 3:30 3:30 - 6:00	Publicity Meeting Block Pg 46 - 57	Publicity Crew
Fri. - LA Oct. 9	3:30 - 6:00	Block Pg 58 - 65	
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Mon - LA Oct. 12	4:30 - 6:00	Run Act I	All Cast
Tue - LA Oct. 13	3:45 - 6:00	Run Act II	All Cast
Wed- LA Oct. 14	3:30 - 6:00	Block Pg 66 - 76 Choir Rehearsal	
Thur. -LA Oct. 15	3:30 - 6:00	Block Pg 76 - 86	
Fri - LA Oct. 16	3:30 - 5:30	Run Act III	All Cast
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Mon - LA Oct. 19	4:30 - 5:30	Stage Manager Monologues	SM
Tue- LA Oct. 20	3:30 - 5:00 5:00 - 6:00	George and Emily Scenes Mrs Webb, Mrs. Gibbs panotimes	George and Emily Mrs. Webb and Mrs. Gibbs
Wed- LA Oct. 21	3:30 - 6:00	Work p g 4 - 25	
Thur- LA Oct. 22	3:30 - 6:00	Run Thru	All Cast
Fri - NO REHEARSAL - HOMECOMING			
Oct. 23			
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Mon. - LA Oct. 26	4:30 - 6:00	Work Pg 34 - 45 CAST AND CREW BIOS DUE	
Tue - LA Oct. 27	3:30 - 6:00	Work Pg 26 - 33, 58 - 65	
Wed- LA Oct. 28	3:30 - 6:00	Run Act I	All Cast
Thur- LA Oct. 29	3:30 - 6:00	Work pg 46 - 57 Work SM and Emily Monologues	
Fri.- LA	3:30 - 6:00	Run Act II	All Cast
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Mon. - LA Nov. 2	4:30 - 6:00	Work Act III Publicity Crew- Artwork due	All Cast
Tue- LA Nov. 3	3:30 - 6:00	<b>Act I - Memorized</b>	All Cast
Wed- LA Nov. 4	3:30 - 6:00	Work pg 37 - 57 PROGRAM ADS DUE	
Thur- LA Nov. 5	3:30 - 6:00	Run Act I and II	All Cast
Fri. - LA Nov. 6	3:30 - 6:00	<b>Act II - Memorized</b> T- SHIRT FORMS AND \$ DUE	All Cast
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Mon - LA Nov. 9	3:30 - 6:00	Run Act I	All Cast
Tue- LA Nov. 10	3:30 - 6:00	Work Act III	All Cast
Wed- LA Nov. 11	3:30 - 6:00	<b>Act III - Memorized</b>	All Cast
Thur- LA Nov. 12	3:00 - 6:00	Run Thru	All Cast
Fri - <b>PAC</b> Nov. 13	10:00 - 2:00	Run Thru on Stage	All Cast and Crew

Sat -PAC Nov. 14	8:00am Crew Call 8:30 am Cast Call 9:00am Go -Tech Rehearsal MANDATORY 12:15am Eat! Stage Boosters provide lunch 2:00pm Dress Rehearsal Go 6:00pm Done and out of there. REST REST REST REST	
Mon -PAC Nov. 16	4:00 Call/Warmups 5: 00 Dress Rehearsal -with full hair and makeup	
Tue -PAC Nov. 17	3:30 Call/ Warmups 4:30 Dress Rehearsal -photographer coming this evening. You will be able to order pictures on online.	
Wed. -PAC Nov 18	3:15 Usher Training 6:00pm Call/Warmups 7:30 pm Final Dress Rehearsal	
Thur. -PAC Nov 19	6:30pm Call /Warmups 7:30 Opening Night Performance	
Fri. -PAC Nov 20	6:30pm Call /Warmups 7:30 Performance	
Sat. -PAC Nov. 21	6:30 pm Call/Warmups 7:30 Performance Strike Costumes/Props After 1:00pm -2:00 am Cast /Crew Party Sponsored by Stage Boosters	**** Note please keep Sat. from 12 - 6:30 Free for an added performance if needed

The Choir: Julianne, Alison K, Lena, Lauren, Lexie, Hailey, Cicely, Michelle, Nakayla, Kelsey, Victoria, Francine, Tim, Danny, Charlie (Mrs. Gibbs, Mrs. Webb, Mrs. Soames)

OUR TOWN  
SCENE BREAKDOWN

ACT I

1901

Intro	Pg 1- 3	SM
Early Morning	Pg 4 - 15	SM, Dr Gibbs, Mrs. Gibbs Mrs. Webb, Joe C, Howie, George, Rebecca, Wally, Emily
About Our Town	Pg 16 -20	SM, Mrs. Webb, Mr. Webb Professor, 3 Ladies in Auditorium
Afternoon	Pg 21- 25	SM, Mrs. Webb, George, Emily, Mr. Webb
Night	Pg 26- 33	SM, Dr Gibbs, Mrs. Gibbs, Mrs. Webb, George, Emily, Choir, Mrs. Soames, Simon
End	Pg 34- 36	SM, George, Rebecca, Emily, Mr. Webb, Constable

ACT II

1904

Wedding Morning	Pg 37 - 45	SM, Mrs. Gibbs, Mrs. Webb Howie, Si, Constable, Dr Gibbs, George
Wedding Morning & Soda Shop	Pg 46- 57	SM, Mrs. Webb, George, Mr Webb, Emily
Wedding	Pg 58 - 65	Everyone

ACT III

1913

The Funeral	Pg 66 - 76	Everyone
Reliving	Pg 77 - 86	SM, Wally, Danny, Lena, Nakalya, Kelsey, Hailey, Mrs. Gibbs, Simon, Emily, Mrs. Webb, George, Mr. Webb, Howie, Constable, Joe C.