

Instructions for filling out a Crew Application

Crew Applications are now online and can be downloaded, filled out and emailed to the instructor.

NAME: Please enter your name as it appears on your R-Card. This will be the name entry used for the production program and is used to identify you properly on attendance/grading records for the course. IF you wish to be identified in the program by another name form please indicate that as well by placing that information quotation marks in the field.

EXAMPLE: John Smith "Jon Apple"

John Smith is how your name appear on your R-card and identifies you for attendance and grading, but Jon Apple is how you wish your name to appear in the program and how you prefer to be addressed.

COURSE: here are the options.

THE 418(fall) – this is the 1st production in the fall semester.

THE 419(fall) – this is the 2nd production in the fall semester.

THE 111 only – this is Introduction to Technical Theatre. Hours will apply to this course only. Please see you're the 111 prof. for specifics as to the requirements for the course.

THE 111/418(fall) – this is a request to have the hours counted towards BOTH THE 418 and THE 111 during the fall semester, 1st production.

THE 111/419(fall) – this is a request to have the hours counted towards BOTH THE 419 and THE 111 during the fall semester, 2nd production.

THE 420(spring) – this is the 1st production in the spring semester.

THE 421(spring) – this is the 2nd production in the spring semester.

THE 111/418(spring) – this is a request to have the hours counted towards BOTH THE 418 and THE 111 during the spring semester, 1st production.

THE 111/419(spring) – this is a request to have the hours counted towards BOTH THE 419 and THE 111 during the spring semester, 2nd production.

Scholarship – if you are a theatre scholarship holder and working towards your required hours for your scholarship only.

DIS – Directed Independent Study – if you are filling the role in one of the following areas – Dramaturgy, Any Design role, Asst. Technical Director, Technical Director.

No Course, No Credit – you wish to “volunteer” time to work on a crew but do not wish to receive course credit. Note. This is only available for Construction Crew, Costume Studio Crew, Scenic Paint Crew and electrics crew. Running Crew Position must register for the production course.

PLEASE NOTE: most applicants will fall under the production course for the particular show. This course carries two credits and a letter grade. You are required to fill out a course add/drop form, adding the course to your schedule. Forms can be downloaded from here:

http://r-net.rollins.edu/studentrecords/docs/Change_in_Registration.pdf

Fill out the form and then bring it to Kevin Griffin (course instructor) and your academic advisor for signatures. You must then walk the form to Student Records and turn in the form to have the course added to your schedule. Each show and each technical position have cut off dates for applications. Please refer to the application for specific information.

THE 111: this course sometimes has specific crew requirements associated to the course. Please consult with the course instructor regarding those requirements. You can receive course credit for work completed that will count toward BOTH THE 4xx and THE 111. Again, please speak with the instructor of the course for specifics.

DIS Course: Directed Independent Study Courses – typically hours working on a design position or in a capacity as a Dramaturge are handled as DIS courses. These courses will have specific requirements spelled out in the DIS contract. Please consult your specific instructor concerning those requirements. The Crew Application Form is used to gather information regarding your name, any affiliations and production position for program purposes and is not attached to the production courses for grading purposes.

SCHOLARSHIP: If you are a theatre major holding a scholarship from the department you have specific requirements to complete hours working on a crew assignment for each main stage production. Please refer to information regarding these requirements in the Departmental Handbook or consult your academic advisor. Your hours will be tracked but you are not required to sign up for course credit if you are working toward Scholarship hours only. Information on the crew Applications is used to gather information regarding your name, any affiliations and production position for program purposes and is not attached to the production courses for grading purposes.

GRADUATION YEAR: Please indicate the year of your anticipated graduation from Rollins. This information will be printed in the production program.

ROLLINS PLAYER & ALPHA PSI OMEGA: these are two honorary organizations within the theatre department. Please indicate if you are or are not a member of one or both of these organizations. Special symbols are used in the program to identify your membership in these organizations. If you are interested in joining one or both of these organizations please see information on the back board at the theatre regarding membership.

PRODUCTION TITLE: please enter the title of the production you are applying for. If you are unsure of the production title please enter Fall 1st Production or Fall 2nd Production, etc.

EXAMPLE: Annie Stripped

EXAMPLE: The Wolves

EXAMPLE: Fall 1st Production

EXAMPLE: Spring 2nd Production.

NOTE: spring production registrations do not begin until the spring semester. You can't apply for a spring production until the start of the spring semester.

PRODUCTION POSITIONS: Positions are broken out into various crews. Please indicate your top three choices for your crew assignment by using the pull-down menu next to the crew position. Please make three choices indicating one a 1st choice, one as 2nd choice and one as 3rd choice. Every effort will be made to assign you to your top choice, but crews are filled on a first-come-first served basis. If your top choice is filled you will be assigned to your second choice, and so on.

Note that some positions require prior experience working on the associated crew at Rollins. These positions are indicated by an * next to the crew position. Please see the Production Manager for details.

CANVAS: You will receive a confirmation email from the instructor once your Crew Application has been processed. Once you complete the Add/Drop form and the production course had been added to your course schedule (if applicable) you will

be able to access the Canvas page for the appropriate production course. There you have access to the course syllabus and information on each production position.

VIRTUAL CALLBOARD: A second email will contain a login and temporary password for Virtual Callboard, a web based program used by the theatre for communication of materials specific to each production. Calendars, contact sheets, and other information will be available to you on Virtual Callboard as well as the course syllabus for the associated production course.

QUESTIONS: Please email Kevin Griffin at kgriffin@rollins.edu (course instructor THE 4xx production courses).