



**City of  
Santa Clara**  
The Center of What's Possible



### **Technical Crew: Ages 10-18**

Thank you for your interest in joining Technical Crew for the Roberta Jones Junior Theatre production of "Mary Poppins!" Technical Crew for "Mary Poppins" is open to participants ages 10-18. Please check the rehearsal and performance schedule (below) to see if you are available to participate. All rehearsals and performances are required for participation. To participate, please enroll in the Parks and Recreation Department course #18339, RJJT Technical Crew: Honk. There is no fee to participate in Technical Crew. You may enroll online at <https://apm.activecommunities.com/santaclara>, or with the attached registration and release of liability forms, which can be returned to the registration desk at the Community Recreation Center, 969 Kiely Blvd. in Santa Clara. You may also fax the forms 408-261-9146, or scan and email them to [RJJT@santaclaraca.gov](mailto:RJJT@santaclaraca.gov). Please register for Technical Crew before March 7, 2019.

**All rehearsal and performances will be in the Mission City Center for Performing Arts, 3250 Monroe Street, at the corner of Calabazas at Wilcox High School in Santa Clara.**

#### **Rehearsals**

Tuesday, March 17, 3:45 p.m.-6:30 p.m.

Wednesday, March 18, 3:45 PM-6:30 p.m.

Thursday, March 19, 3:45 p.m.-6:30 p.m.

Saturday, March 21, 12:00 p.m.-5:00 p.m.

Monday, March 23 5:00 p.m.-8:45 p.m.

Tuesday, March 24, 5:15 p.m.-8:45 p.m.

Thursday, March 26, 5:15 p.m.-8:45 p.m.

Thursday, March 28, 3:45 p.m.-7:15 p.m.

#### **Performances**

Friday, March 22, 5:30pm-end of performance (time TBA)

Saturday, March 23, 5:30pm-end of performance (time TBA)

Sunday, March 24, 12:30pm-end of performance (time TBA)

Friday, March 29, 5:30pm-end of performance (time TBA)

Saturday, March 30, 5:30pm-end of performance (time TBA)

Sunday, March 31, 12:30pm-end of Set Strike (time TBA) Cast/Crew Party & Strike after the show.

Roberta Jones Junior Theatre  
Community Recreation Center  
969 Kiely Blvd.  
Santa Clara, CA 95051  
[RJJT@santaclaraca.gov](mailto:RJJT@santaclaraca.gov)  
(408) 615-3140

**Roberta Jones Junior Theatre  
Participation Rules and Responsibilities**

**Disney's Mary Poppins**

**Crew Member Rules and Responsibilities**

Since its inception in 1969, Roberta Jones Jr. Theatre has maintained high standards of performance in producing high quality musicals, dramas, touring company programs, creative dramatics, and technical classes. You are joining a heritage of outstanding theatre for young people. By becoming a cast or crewmember of RJJT you are agreeing to adhere to the following standards as a requirement for continued participation. We welcome you to this wonderfully fun and educational environment.

**A Special Note Regarding Responsibility**

Please take your commitment to our production very seriously. The safety of all our cast and crew depends upon all crew members being present for all rehearsals and performances. Please do not join our crew if you cannot be at all of your scheduled rehearsals and performances. We can't do our production without 100% commitment from everyone involved.

**Participant Responsibilities**

In order to treat all participants equally and to achieve the best production possible, RJJT stresses the importance of personal responsibility and total commitment. The staff expects the participants to follow all of the attendance and participation rules. If you cannot follow these rules there will be certain consequences for your actions. These consequences are listed at the end of this form.

1. All participants and staff members are entitled to proper respect from each other.
2. RJJT is a drug-free environment. Smoking or the use of drugs and alcohol will not be permitted anywhere on the Mission City CPA or CRC/Central Park grounds before, during or after RJJT rehearsals and performances.
3. Participants must show respect for all public and private property.
4. Please refrain from running, pushing, and engaging in horseplay in the Community Recreation Center. Fighting will not be tolerated at any time.
5. No profanity or inappropriate language/gestures are allowed.
6. Hands and feet are to be kept to yourself.
7. It is important during rehearsals to be quiet and attentive. Do not bring noisy toys such as a Gameboy, or a CD player, etc. Participants not directly involved in a rehearsal should bring books or something quiet to do.
8. For safety reasons, there will be no gum chewing at any time.
9. You must remain in the auditorium or other rehearsal area during rehearsals. If you need to leave to use the restroom, you must sign out with a staff member in charge.
10. No food or drink (except bottled water) will be allowed in the auditorium, or backstage areas during rehearsals or performances. Appropriate eating areas will be provided when necessary.
11. Always bring a pencil and your script/technical notes to each rehearsal.
12. Bare feet or sandals are not permitted on stage at any time due to the possibilities of injury.
13. You may be required to wear all black clothing and shoes if you are working on backstage crew.
14. Please do not bring valuables, expensive electronic equipment or large amounts of cash to any rehearsal or performance. We are not responsible for lost, stolen or damaged personal belongings.

# **Roberta Jones Junior Theatre Participation Rules and Responsibilities**

## **Attendance Responsibilities**

It is imperative that you attend all rehearsals for which you are scheduled! If you miss a rehearsal without pre-approval, the staff will decide on a consequence depending on the severity of the disruption. Please do not register for Technical Crew unless you are available for all rehearsals and performances. This also applies to medical or dental appointments and vacations. Should you be extremely ill and unable to attend a rehearsal or performance, you must call (408) 615-3156 at least 30 minutes before your call time (please leave a message).

You must be on time and stay until the end of rehearsals and performances. Please arrive between ten and fifteen minutes before the scheduled start time, and be ready to begin rehearsing at the scheduled start time. If there is an attendance problem we will communicate with a parent and then the staff will make the decision about your continued participation in the production. We will also call you if you fail to come to rehearsal when scheduled. This is to find out why there is an absence and to make sure that you are safe.

IF YOU FAIL TO ATTEND A PERFORMANCE OR A DRESS REHEARSAL YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE SHOW. The staff may make an exception to this general rule under very unusual circumstances.

## **Consequences**

The consequences for talking, interrupting, or engaging in any disruptive behavior during a rehearsal will be as follows:

- **First Occurrence:** You will be issued a verbal warning
- **Second Occurrence:** You will sit in a separate assigned area for an amount of time to be determined by the staff.
- **Consequences for other infractions** will include, but not necessarily be limited to the following:
  1. You will sit in a separate assigned area for an amount of time to be determined by the staff.
  2. You may be assigned special work projects to be done as scheduled.
  3. Your parents will be called and made aware of the problem.
  4. You will be suspended from a rehearsal and removed from a portion of the show.
  5. You can be dropped from the program.

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These rules have been put in place to ensure a fair, safe, and fun environment for everyone involved. Should any problem not specifically covered by these rules arise, it will be handled in a matter deemed appropriate by the entire staff. The RJJT has a long history of producing high quality shows and outstanding young adults. The primary goal of the RJJT has always been to develop in each member a sense of responsibility and respect for others. We sincerely hope that the lessons learned here will benefit each member in his/her future and serve as a reminder of how much fun it can be to work as a team toward a common goal.