



DATE: January 27, 2009
TO: Company members
FROM: Director of Theatre
RE: "The Glass Menagerie"

We are glad to have you as a member of the company for our upcoming production of **The Glass Menagerie**. A required company meeting is being held on Monday January 27 at 7:30 p.m. At that meeting we assemble for the first time as a production company. The director introduces the designers who, in turn, will discuss their work on the production. Following our meeting, we will ask company members to meet with their respective supervisors—**scenery/lighting/props** with Craig Moxon, **costumes/make-up** with Amanda Dura and **front-of-house personnel** with Jim Bartruff.

Your assignment requires a minimum number of shop hours. Actors in the company meet this requirement through rehearsal. Members of other crews are expected to complete the following, whether or not they are enrolled for credit:

Costume construction Crew	36 hours*
Set construction crew	36 hours*
Costume running crew	18 hours* plus the run of the show
Set/props running crew	18 hours* plus the run of the show
Box office	15 hours* plus the run of the show
House manager	15 hours* plus the run of the show

Remember that shop hours are 1-5 daily, Monday through Friday. Hours are kept by Craig and Amanda and your final grade (if taken for credit) is assigned by the show director. For **The Glass Menagerie**, grades will be assigned by Jim Bartruff.

***We expect that your shop hours will be completed by the time of the first crew watch.** Crew watch is a run through of the play that is usually held in the final week of the rehearsal/build period just before technical rehearsals begin. Crew watch for **The Glass Menagerie** is scheduled for Wednesday February 18, 2009.

Please sign below to indicate that you have read this and understand your commitment to our **The Glass Menagerie**. Keep one copy for your files and return the other copy to the production stage manager. We are very excited about this show and glad to have you as a member of the production team.

Jim Bartruff, Director of Theatre

Company member