

HAMPSHIRE COLLEGE THEATRE CREW REQUIREMENT CONTRACT

In order to get your crew requirement filled, contact a show's producer and find a position, fill out this form and return it to your professor as soon as possible. Please keep your schedule in mind and understand that if everyone signs up for the last show of the semester, not everyone will be able to fulfill their requirements.

Date: Production/Workshop:

Student: Show Administrator:

Class: Show Administrator's Signature:

Professor: Position(s) filled:

In order to get credit (and an evaluation) for the crew requirement students must:

Work on a slotted production or Div III Workshop in any position. That means completing all work, attending all required meetings, attending strike and fulfilling the requests of the production (this should be at least ten hours of work unless another amount of time is agreed upon the professor). If a student takes on a full position, they are expected to complete the work regardless of how many hours they have put in. Show administrators are expected to give students written documentation as proof of fulfilling the crew requirements. Administrators may change a student's responsibilities based on the needs of the show.

It is up to the student, not the faculty or the production administrators, to complete these requirements. If the ten hours are not completed within a single production or job, the student is expected to fulfill the requirements during the run of another production or workshop

Examples of positions to fulfill crew requirements:

- **Build/Paint crew**
- **Costume Crew**
- **Run Crew**
- **Light or Sound Operator**
- **Assistant to any production team position (i.e. assistant to the stage manager, technical director, props master etc)**

FAILURE TO COMPLETE THESE CREW REQUIREMENTS MAY RESULT IN AN INCOMPLETE IN THE CLASS THAT HAS THE REQUIREMENT.

HAMPSHIRE COLLEGE THEATRE CREW REQUIREMENT EVALUATION

It is the student's responsibility to fill this form out upon completion of their crew requirement, and then to pass it on to their professor. If a typed evaluation is needed from the show administrator, make sure to ask for it ahead of time.

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Notes:

NOTE: The Show Administrator may attach a typed sheet if a longer evaluation is requested for the divisional work portfolio. If a self-evaluation is required by the

professor, please attach it to this form.