

Checklist

Dexter Drama Directing "3D" Series 2023

Thank you for attending today's meeting. There are several important items for parents and students to complete in the next few days, so use this checklist to help keep track of what you've done and what you have yet to complete.

- ALL Students MUST sign up for **BLACKBOARD** text reminders and email notifications by **Friday, November 3rd**. This is so students are alerted in real time about the status of rehearsals and meetings! Go to the Dexter Drama Club's website www.dexterdrama.org and at the bottom of any page CLICK "Sign up for parent emails and Dexter Drama Blackboard List!" to sign up! Takes 2 minutes!
 - It is highly recommended students AND Parents/Guardians sign up for these BLACKBOARD emails and texts to ensure you receive important information about this show and future Drama Club events!
- **CALENDAR:**
CREW members are expected to attend to all TECH Days, Dress Rehearsals, and Show Dates!
 - **Tech Days:** Friday, November 10th (12:30-8:30pm) & Saturday, November 11th (12:00-8:00pm)
 - **Dress Rehearsals:** Monday, November 13th (Call 3:30, 6pm "Go", Blackboard message at the end of night) and Tuesday, November 14th (Call 3:30, 6pm "Go", Blackboard message at the end of night)
 - **Hold Over Dress Rehearsal:** Wednesday, November 15th (Call 3:30, Blackboard message at the end of night)
 - **Performances:** Thursday November 16th (Call 5:00, 7pm "Go"), Friday November 17th (Call 5:00, 7pm "Go"), Saturday November 18th (Call 5:00, 7pm "Go"), Sunday November 19th (Call Noon, 2pm "Go", Strike to follow),
 - **Strike:** Following Sunday, November 19th (Call 4:30pm)

CAST you have specific dates to attend. See Breakdown below:

-Free Penguin (Dir. Alec Althoen)

-Bloodbag (Dir. Juno Bursch)

-Knights of Salvation (Dir. Noah Wiseman)

- **Tech Days:** Friday, November 10th (12:30-8:30pm)
- **Dress Rehearsals:** Monday, November 13th (Call 3:30, 6pm "Go", Blackboard message at the end of night)
- **Hold Over Dress Rehearsal:** Wednesday, November 15th (Call 3:30, Blackboard message at the end of night)
- **Performances: Thursday, November 16th @7pm and Saturday, November 18th @7pm in the CPA**
- **Strike:** Following Sunday, November 19th (Call 4:30pm)

-The Tribunal Zone (Dir. Spencer Collin)

- **Tech Days:** Saturday, November 11th (12:00-8:00pm)
- **Dress Rehearsals:** Monday, November 13th (Call 3:30, 6pm “Go”, Blackboard message at the end of night)
- **Hold Over Dress Rehearsal:** Wednesday, November 15th (Call 3:30, Blackboard message at the end of night)
- **Performances: Thursday, November 16th @7pm and Saturday, November 18th @7pm in the CPA**
- **Strike:** Following Sunday, November 19th (Call 4:30pm)

-Thorns (Dir. Maria DeMerell)

-Almost, Maine (Dir. Kate Rossow and Ella Smith)

- **Tech Days:** Saturday, November 11th (12:00-8:00pm)
- **Dress Rehearsals:** Tuesday, November 14th (Call 3:30, 6pm “Go”, Blackboard message at the end of night)
- **Hold Over Dress Rehearsal:** Wednesday, November 15th (Call 3:30, Blackboard message at the end of night)
- **Performances: Friday, November 17th @7pm and Sunday, November 19th @2pm in the CPA**
- **Strike:** Following Sunday, November 19th (Call 4:30pm)

• **CALENDAR (CONTINUED)**

- PLEASE NOTE that individual shows have their own rehearsal calendars, but all rehearsals are noted on the online calendar on www.dexterdrama.org. CAST: You will need to consult your director or stage manager to obtain that calendar, but again all rehearsals are on the online calendar. CREW: Your Heads of Tech will be setting meetings – Communicate! – Make sure you are kept in the loop!
 - When viewing the online calendar be sure to CLICK the event to show the full information about that meeting or rehearsal (i.e. location)! Also, there might be multiple crews meeting or rehearsals happening on a given day so be sure to CLICK if the date says “More” so you can see the full event list for that day. You do not want to miss a rehearsal or meeting!
 - **Add Strike to your calendar!** Strike is a mandatory day for all participating in 3D! After the Sunday show, November 19th we will begin the tear down and clean-up of the production. ALL CAST AND CREW involved in 3D must be there, even if their show was not performed on Sunday!

- **3D is a very short process!** CASTS should alert their individual student directors of **CONFLICTS** (reoccurring meetings like Boy Scouts or single events like a wedding) as soon as possible if not recorded on the audition forms. CREW please send any calendar conflicts to Mrs. Palmer at palmere@dexterschools.org or Jennifer Moraschinelli at Jennifer.moraschinelli@hotmail.com by **Friday, November 3rd**.

- NOTE FOR ALL CAST AND CREW: There can be NO Conflicts during Tech Weekend or Show Week. This period is called “Black Out”.
- Complete the **Online BIO FORM** via the Forms and Information Page on the Dexter Drama Club’s website www.dexterdrama.org. To get to this page click the “Current Season” tab at the top of the website and CLICK the “Forms and Information” page at the end of the drop-down menu. The Deadline is **Monday, November 6th**.
- Fill out the **Online Parent/Student CONTRACT** via the “Forms and Information” page on the Dexter Drama Club’s website www.dexterdrama.org. To get to this page click the “Current Season” tab at the top of the website and CLICK the “Forms and Information” page at the end of the drop-down menu. Parents will be asked to sign up for at least one area of interest to volunteer in the contract! This does not commit them to anything, it just helps the parent boosters communicate with parents. The Deadline to complete the contract form is **Friday, November 3rd**.
 - HIGHLIGHTS FROM CONTRACT: Important information is given and asked for in this contract. Academic and attendance policies are covered while allergies and dietary restrictions will be collected.
- Pay the **Required Production Fee** before the deadline **Monday, November 6th**. The fee is \$100 when paying by check OR \$105 when paying through PayPal because of the credit card fee. The PayPal link can be found via the “Forms and Information” page on www.dexterdrama.org. To get to this page click the “Current Season” tab at the top of the website and CLICK the “Forms and Information” page at the end of the drop-down menu. This fee assists with the cost of the production, as well as provides meals and water for students during tech weekend, performance week, and water/snacks during the performances. This fee is **NON-REFUNDABLE**.
 - Checks may be submitted to any director or Mrs. Jennifer Moraschinelli – Dexter Drama Club Producer and President of the Parent Boosters. Mrs. Palmer is going on maternity leave but there is still a mailbox in her classroom where Mrs. Moraschinelli will be checking for Drama business. Mrs. Palmer’s classroom is at the high school - RM 71- in the hallway next to the cafeteria (easy to drop off things at lunch!).
 - There is a \$25 late fee if paid after **Monday, November 6th**. If you have any concerns or your family cannot afford this fee at this time please contact Mrs. Palmer at palmere@dexterschools.org or Jennifer Moraschinelli at Jennifer.moraschinelli@hotmail.com.

- Place your order on PayPal for optional **Dexter Drama Directing “3D” Series MERCHANDISE** items like a Show Recording (we have moved from DVDs to flashdrives), T-Shirt or Sweatshirt, Poster, or Angelgram by **Monday, November 6th**. The PayPal links can be found via the “Forms and Information” page on www.dexterdrama.org. To get to this page click the “Current Season” tab at the top of the website and CLICK the “Forms and Information” page at the end of the drop-down menu.
 - Angelgrams are for your parent, guardian, friend, etc. to print congratulation notes in the “3D” audience program.

Important Dates to Remember!

Friday November 3rd - all conflicts and contracts due to Mrs. Palmer (palmere@dexterschools.org) or Mrs. Moraschinelli & Blackboard sign up due
Monday, November 6th – bios, production fees, and swag (3D merchandise) orders due
Sunday, November 19th – Strike for Cast and Crew

Performances: Each show performs twice:

Thursday, November 16th @7pm and Saturday, November 18th @7pm in the CPA

Free Penguin (Dir. Alec Althoen)
Bloodbag (Dir. Juno Bursch)
Knights of Salvation (Dir. Noah Wiseman)
The Tribunal Zone (Dir. Spencer Collin)

Friday, November 17th @7pm and Sunday, November 19th @2pm in the CPA

Thorns (Dir. Maria DeMerell)
Almost, Maine (Dir. Kate Rossow and Ella Smith)

Please Note: Cast are not required to attend show nights that their show is not performed. However, crew is required to attend all show days.

How to sign up for BLACKBOARD text messages and email reminders:

Go to www.dexterdrama.org

Click on the link "[Sign up for Parent Emails and the Dexter Drama Blackboard list!](#)"

Complete the form!

SITE MAP	2023-2024 OPPORTUNITIES	DEXTER HIGH SCHOOL	GET YOUR NAME, FAMILY, OR BUSINESS
HOME	AGATHA CHRISTIE'S MURDER ON THE ORIENT EXPRESS	2200 NORTH PARKER ROAD, DEXTER, MI 48130	IN THE PROGRAM BY MAKING A DONATION TODAY!
2023-2024 SEASON	DISNEY'S FROZEN JR.	DEXTER DRAMA CLUB MAILING ADDRESS	SIGN UP FOR PARENT EMAILS AND THE DEXTER DRAMA BLACKBOARD LIST!
CALENDAR	PIPPIN	PO BOX 336, DEXTER, MI 48130	FILE FOR A RECEIPT REIMBURSEMENT
FORMS AND INFORMATION	THESPIAN FESTIVAL	DEXTER HIGH SCHOOL DRAMA CLUB ADVISOR	
CLUB ACTIVITIES	OFF Q IMPROV	ERIN PALMER	
PHOTOS	3D SERIES		
ABOUT US	NEW YORK TRIP		
	FILM FESTIVAL		