

## **From School House to Jail House Rehearsal on Friday, August 3<sup>rd</sup>, 2012, 5pm to 10pm**

A/V support (5pm to 10 pm) **Mike**

- Lights person (someone to staff them; dim up and dim down) (5pm to 10 pm)
- Assistant to Donna--to run and find someone, to help with line-up (5 hours Sat—has to be the same person on Sunday) **Santana Avila (DDLm)**

Set-up Chairs (5:30 to 6:30 pm)—(**Paloma**) and everyone practicing)

### **Roles Day of (5pm to Midnight):**

- Assistant to Donna—line up, etc. (5 pm to 9 pm) **Santana (DDLm)**
- Ushers/greeters (bilingual preferred)(2x)—to insure kids with parents; early and during show; to make sure that don't bring food into performance place
- Door greeter to close door and insure that door doesn't slam when people need to go in and out during show (6pm to 9pm) **Rusita**
- Vendors Coordinator setting up tables and letting people know where to set up—Rusita to check in with Jeff about rules for vendor space, does he have tables, do they need to bring their own; Rusita to create a list/map for vendors: (5pm to 7pm): **Shawna volunteer**
- Lights person (someone to staff them; dim up and dim down) (6pm to 9pm)
- Media and audio and video person to show pieces (6 pm to 9 pm) **Mike**
- Someone to film it (6pm to 10 pm): **Leslie (volunteer)** Roadside contracting **Peter Sandoval**
- Someone to take digital pictures (5pm to 10 pm): **Hakim**
- Set up (5pm to 6:30pm) and Clean-up crew (9:30 pm to 11pm): **ALL MLP and Brian**
- Video documenting story (HB will develop process)—**Hakim** Set snack table and cut the cake: **Andrea (5 pm)**
- MLP table (5pm to 10 pm) **Jessica**
- Discussion after performances--MLP developing a process--any suggestions?
- Agenda:

### **Schedule**

- 5pm to 6:30pm:
- Set up vendors
- Set up chairs
- Set up and record digital stories
- Set up food (6pm)
- Set up MLP table
- Set up stage/props

- Set up snacks and cake (5pm)

6:45pm Open doors and let people sit?

7:10 Show starts:

**Andrea** –intro, sustainer ask, plug prison phone communication, and stay for discussion afterward

Performance

**Andrea**—ask people to take a quick break and stay for discussion

8:15 to 9pm: Discussion **Hakim** facilitating

9:15 pm to 10:30: Clean up