

PM: Sadie DeSantis  
 SM: Kate Winegarden  
 ASM: Connor Johnston

# Letters from Freedom Summer

## Shift Plot



### BACK STAGE POSITIONS

SR	SL
ASM: Connor Johnston Crew: Bugs Reinhardt Automation: Tom Gault	ASM: Colleen Byron Crew: Sahara LaForce Flyperson: Jacob Dowell

WHO	WHAT	WHEN	WHERE	NOTES
<b>Preshow</b>				
Kate	<b>Check</b> that all of crew have arrived	45 min before GO	-	Call those who are not
	<b>Make sure</b> dryer is started		Laundry room	-
Colleen & Sahara	<b>Sweep</b> stage		On stage	Brooms are on USL wall near spiral staircase
David Slice	<b>Unlock</b> all backstage doors		Backstage areas	Dressing rooms, green room, all backstage, shop
	<b>Check</b> that there are no unwanted items backstage or in hallways		Backstage/hallway area	Move them to a safe location
Bugs	<b>Mop</b> stage	40 min before GO	On stage	Mops, bucket, and sink are along SR wall near door to green room and near props table
Kate	<b>Set</b> booth		5 <sup>th</sup> floor	Script, pencils, stop watch, rehearsal report, windows closed
Sahara	<b>Preset</b> SL acting block	35 min before GO	SL position	Blue spikes. Handles facing offstage. Just US of scrim
Bugs	<b>Preset</b> SR acting block		SR position	
Tom, with Connor watching movement	<b>Preset</b> SR wagon		Off stage position	Behind masking curtains
Tom, with Colleen watching movement	<b>Preset</b> SL wagon		Off stage position	Behind masking curtains
Jacob	<b>Fly in</b> black scrim		LS# 2	Yellow spike
Tom, with Colleen watching movement	<b>Preset</b> US wagon		Mid stage position	Just US of scrim

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WHO	WHAT	WHEN	WHERE	NOTES
Kate	<b>Check</b> that all actors have arrived	30 min before GO	Dressing rooms/green room	Call those who are not
Eli Weis	<b>Check</b> sound		Sound booth	Walk the audience
Michael Cochrane	<b>Turn on</b> clip lights, strike lights & monitors		Backstage	-
	<b>Check</b> dimmers		On stage	-
Connor & Bugs	<b>Preset</b> desk, desk chair, side chair, filing cabinet, TV, typewriter, & piles of paper		SR wagon	Desk on DSR, chair behind desk, typewriter & papers on desk; file cabinet USL with side chair DS of it,
Michael Cochrane	<b>Check</b> black out		On stage/audience	-
Colleen & Sahara	<b>Preset</b> stanchions with red velvet rope, chair, 3 pillows, record player, records, & magazines		SL wagon	Chair USR with pillows on top, record player SL of chair with records and magazines on top
Connor & Bugs	<b>Preset</b> SR props area: bar (with bar glasses and coke bottle ); ladder, tool box with tools, radio, & 2 guns	Backstage SR near mop sink	Ladder against wall near mop bucket; bar US of prop table, tool box, radio, and 2 guns on prop table	
Kate	<b>Collect</b> valuables	-	-	Lock in SM booth
Colleen & Connor	<b>Check</b> all presets	20 min before GO	On stage and off stage	Give Kate a clear
Kate & all with headsets	<b>Call</b> over headsets	15 min before GO	-	Answer a fun question, or tell a joke
Kate	<b>Call</b> to house	Stage ready	-	-
Kate	<b>SM</b> to booth	10 min before GO	-	-
Colleen & Connor	<b>ASM</b> to headsets		-	-
Kate	<b>Call</b> places	House is ready	-	-
Colleen & Connor	<b>Confirm</b> places		-	-
<b>Transition after Act 1 Prologue</b>				
Sahara	<b>Strike</b> SL acting block	After black out	Backstage SL, under props table	-
Bugs	<b>Strike</b> SR acting block		Backstage SR, under props table	-

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Connor & Jacob	<b>Open</b> double doors		USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Colleen watching movement	<b>Strike</b> US wagon	After double doors are open/clear	Furthest US position	Make sure doors are completely open
Sahara	<b>Set</b> stanchions with red velvet rope	After US wagon clears behind double doors	CS	Pink spike
<b>Transition after Act 1 Scene 1</b>				
Jacob	<b>Fly out</b> black scrim	After US wagon clears behind double doors	LS #2	Yellow spike
Sahara	<b>Strike</b> stanchions with red velvet rope	After black out	Backstage SL, SR of prop table	-
Tom, with Colleen watching movement	<b>Move on</b> SR wagon		On stage mid position	At corner of proscenium arch edge
<b>Transition after Act 1 Scene 2</b>				
Tom, with Colleen watching movement	<b>Strike</b> SR wagon	After black out	Off stage position	Behind masking curtains
Tom, with Connor watching movement	<b>Move on</b> SL wagon		On stage position	Furthest position
Bugs	<b>Set</b> bar, bar glasses, coke bottle		DSC	Orange spikes
<b>Transition after Act 1 Scene 3</b>				
Tom, with Connor watching movement	<b>Strike</b> SL wagon	After black out	Off stage position	Behind masking curtains
Bugs	<b>Strike</b> bar, bar glasses, coke		Backstage SR near mop sink	-
<b>Transition after Act 1 Scene 4</b>				
Sahara	<b>Prep</b> US wagon props	After black out	US behind double doors	Black bench and 2 acting blocks
<b>Transition after Act 1 Scene 5</b>				
Jacob	<b>Fly in</b> black scrim	After black out	LS#2	Yellow spike
<b>Transition after Act 1 Scene 6</b>				

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Connor & Sahara	<b>Open</b> double doors	After black out	USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Jacob	<b>Fly out</b> black scrim		LS#2	Yellow spike
Tom, with Colleen watching movement	<b>Move on</b> US wagon	After double doors are open/clear	Mid stage position	Make sure doors are completely open
<b>Transition after Act 1 Scene 7</b>				
Connor & Sahara	<b>Open</b> double doors	After black out	USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Colleen watching movement	<b>Move on</b> US wagon	After double doors are open/clear	Door position	On DS side of double doors
Tom, with Colleen watching movement	<b>Move on</b> SR wagon	After US wagon is finished	Mid stage position	At corner of proscenium march edge
<b>Transition after Act 1 Scene 8</b>				
-	-	-	-	-
<b>Transition after Act 1 Scene 9</b>				
Connor & Sahara	<b>Open</b> double doors	After black out	USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Colleen watching movement	<b>Strike</b> SR wagon		Off stage position	Behind masking curtains
Tom, with Colleen watching movement	<b>Move on</b> US wagon	After double doors are open/clear	Door position	On DS side of double doors
<b>Transition after Act 1 Scene 10</b>				
Connor & Sahara	<b>Open</b> double doors	After black out	Furthest US position	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Colleen watching movement	<b>Strike</b> US wagon	After double doors are open/clear	US position	Behind double doors

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<b>Intermission</b>				
Tom, with Colleen watching movement	<b>Strike</b> SR wagon	After SM clears	Off stage position	Behind masking curtains
Connor & Bugs	<b>Strike</b> bench and acting blocking		From US wagon	-
	<b>Set</b> cone		On US wagon	-
	<b>Strike</b> all props on SR wagon		SR wagon	Behind masking curtain
	<b>Set</b> tin barrel table, 4 stools & jukebox			
Colleen & Sahara	<b>Strike</b> all props on SL wagon		SL wagon	Behind masking curtain
	<b>Set</b> tin barrel table, 4 stools & case of beer			
Colleen & Sahara	<b>Open</b> double doors	After house lights go down	USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Connor watching movement	<b>Move on</b> US wagon	After double doors are open/clear	US position	Behind double doors
<b>Transition after Act 2 Prologue</b>				
Colleen & Sahara	<b>Open</b> double doors	After black out	USC	Make sure US wagon is clear to move on. Close after wagon has moved completely US
Tom, with Connor watching movement	<b>Strike</b> US wagon	After double doors are open/clear	Furthest US position	Behind double doors
<b>Transition after Act 2 Scene 1</b>				
-	-	-	-	-
<b>Transition after Act 2 Scene 2</b>				
Connor & Bugs	<b>Set</b> ladder, tool box with tools, radio, and 2 guns	After blackout	SR position	Green spikes
Jacob	<b>Fly out</b> black scrim		LS# 2	Yellow spike
<b>Transition after Act 2 Scene 3</b>				

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WHO	WHAT	WHEN	WHERE	NOTES
Colleen	<b>Set</b> chair	After blackout	SL position	Green spikes
Sahara	<b>Set</b> chair with pamphlet			
<b>Transition after Act 2 Scene 4</b>				
Colleen	<b>Strike</b> chair	After blackout	Backstage, SL of prop table	-
Sahara	<b>Strike</b> chair with pamphlet		Backstage, SL of prop table	Pamphlet on prop table
Bugs	<b>Set</b> chair		SR position	Green spikes
<b>Transition after Act 2 Scene 5</b>				
Bugs	<b>Set</b> package and books	After blackout	SR near ladder	-
	<b>Strike</b> chair		Backstage SR near mop sink	-
<b>Transition after Act 2 Scene 6</b>				
Connor & Bugs	<b>Strike</b> ladder, tool box with tools, radio, 2 guns, package & books	After blackout	Backstage SR near mop sink	Ladder against wall near mop bucket; tool box, radio, and 2 guns on prop table
Jacob	<b>Fly out</b> black scrim		LS# 2	Yellow spike
<b>Transition after Act 2 Scene 7</b>				
Tom, with Colleen watching movement	<b>Move on</b> SR wagon	After blackout	Furthest on stage position	-
Tom, with Connor watching movement	<b>Move on</b> SL wagon		Furthest on stage position	-
<b>Transition after Act 2 Scene 8</b>				
Tom, with Colleen watching movement	<b>Strike</b> SR wagon	After blackout	Off stage position	Behind masking curtains
Tom, with Connor watching movement	<b>Strike</b> SL wagon		Off stage position	Behind masking curtains
Bugs	<b>Set</b> wood bench		SR, DS of proscenium	Purple spike
Sahara	<b>Set</b> wood bench		SL at stage edge	
Jacob	<b>Set</b> pulpit		CS	
<b>Transition after Act 2 Scene 9</b>				
Sahara	<b>Strike</b> wood bench	After blackout	Backstage SL near spiral staircase	Behind props table

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Bugs	<b>Strike</b> wood bench		Backstage SR near mop sink	Behind props table
Sahara	<b>Strike</b> pulpit			SL of props table
Jacob	<b>Fly in</b> black scrim		LS# 2	Yellow spike
<b>Transition after Act 2 Scene 10</b>				
-	-	-	-	-
<b>Transition after Act 2 Scene 11</b>				
Bugs	<b>Hand off</b> letters	After blackout	1SR wing	To actor
<b>Post show</b>				
Costume crew	<b>Start</b> laundry	After actors are out of dressing rooms	Laundry room	
Connor, Colleen, Bugs, Sahara	<b>Strike</b> props into cabinet	After curtain call	Backstage SR	Lock cabinet
Michael Cochrane	<b>Turn on</b> work lights	After house is clear	Backstage & in booth	-
	<b>Turn off</b> clip lights, string lights & monitors			-
David Slice	<b>Lock</b> all backstage doors	After all actors and crew start to leave	Shop, backstage, green room, & dressing rooms	-
Michael Cochrane	<b>Turn off</b> booth equipment	After booth members have finished	-	Lock booth
	<b>Set</b> ghost light		-	
Kate/ASMs	<b>Check in</b> with costume crew	When ready to leave	-	-