Tech Definitions

The following are descriptions to help the stage manager distinguish what day of tech should be dedicated to certain tasks.

**DAY BY DAY DESCRIPTIONS**

**Paper Tech**
- **Who should attend?** SM, Lighting & Sound Designers, and Director
- **What does it consist of?** During a paper tech you will simply write the light and sound cues in your production book.
- **When should this happen?** Paper Tech should generally happen the week prior to Tech.

**Dry Tech**
- **Who should attend?** SM’s, Designers, Crews, and Director
- **What does it consist of?** It’s a running of the cues with out the actors. You simply call one cue after the next. This includes light and sound cues, scene changes and special effects.
- **When should this happen?** This should normally be on the first day of tech week.

**Wet Tech**
- **Who should attend?** Everyone from the Dry Tech + the Actors
- **What does it consist of?** It’s the running of the cues with the actors. Where there is a cue you should run a small portion of the lines and blocking before and after just to get the timing and execution accurate. You should try to run as little of the show as possible.
- **When should this happen?** This should normally be the second part of the first day of Tech.

**Stop and Go**
- **Who should attend?** The running company which consists of the SM’s, Director, Designers, Crews, and Actors.
- **What does it consist of?** It’s basically a run through with stopping and rerunning cues that need worked.
- **When should this happen?** The should be directly following the Dry/Wet Tech day.

**First Dress Rehearsal**
- **Who should attend?** The running company
- **What does it consist of?** This should be a run with stops as needed for things that get messed up.
- **When should this happen?** Following the Stop and Go rehearsal.

**Second Dress Rehearsal**
- **Who should attend?** The running company
- **What does it consist of?** Same as the First Dress Rehearsal with stops only when things are so messed up it doesn’t make sense to continue. The SM should also move to the booth to call for this rehearsal.
- **When should this happen?** Following the First Dress Rehearsal.
**Final Dress Rehearsal/Preview**
- **Who should attend?** The entire company including Front of House Staff
- **What does it consist of?** This should be run like a performance without stopping if at all possible. There is also the possibility of an audience.
- **When should this happen?** This should be the last night of Tech rehearsal

**DEFINITION OF TERMS**

**Company Call** – The call time for every one involved in the Company. If it is noted that this call time will not work because it is too early, too late, or the crew is not needed then the area supervisors have the ability to reassign a different time. As the Stage Manager you should have a list of adjusted times of crews that should also be posted on the call board.

**Company Meeting** – Gathering the entire company to distribute/discuss important or pertinent information.

**Area Supervisors Meeting** – In this meeting you should discuss the responsibilities of the crew heads and the division of labor between the crew head and designers. Make sure that you inform the crew heads that you will need a typed list of adjusted call times for their crew and that they should post it on the call board as well.

**Lights Check** – Light Check involves the Light Board Operator and the Master Electrician. During this time they check individual cues to insure that the lights are functioning properly.

**Black out Check** – Calling a blackout before a tech rehearsal or performance to ensure that no backstage light spills onto the stage.

**Sound Check** – Sound Check involves the Sound Board Operator and the Sound Engineer. During this time they check the levels of the sound cues as well as the speakers to make sure that everything is functioning properly.

**Props Check (SM’s)** – A time in which the SM and ASM check the props to make sure everything is placed properly.

**Props Check (Actors)** – A time in which the actors check their personal props to ensure that they are in their expected place.

**Blacks** – Wearing blacks consists of an all black long sleeved shirt, all black pants, all black socks, and all black shoes. Blacks should not be worn outside the theatre, crew members must change into and out of their blacks in the building.

**Company Celebration** – A Company Celebration usually follows the first performance of a show. All of the company members are invited to attend guests, however, are not.

**Photo Call** – Photo call consists of the taking of photos for archival and design purposes only. Parents/Others are not allowed to photograph during this or any other time. There should be a
predetermined list (from the director) of photographs to be taken. This list should be posted and distributed appropriately.

**KCACTF Respondent** – The KCACTF (Kennedy Center American College Theatre Festival) Respondent is a qualified theatre artist from another member institution who attends a performance of a show and afterwards gives an oral response to the members of the company on the work that they created. This is meant as a celebration of the work not as a critique.

**Strike** – The deconstruction of the show following the final performance. All company members MUST attend.