



## **BEST LOCAL THEATRE GROUP**

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Fairfield County Weekly  
Annual Readers' Poll

**BEST  
PERFORMING  
ARTS GROUP**  
2008 through 2023  
StamfordPlus Magazine

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Lou@curtaincallinc.com

1349 Newfield Avenue  
Stamford CT 06905

203 329-8207  
Fax 203 883-1671

Box Office  
203 461-6358

**WELCOME TO CREW SIGN-UP FOR IRVING BERLIN'S HOLIDAY INN!** Please review the information below and on the back of this letter. Any questions may be referred to our volunteers at the desk.

### **Crew Sign-up Procedure and Policy**

You must be entering Grade 4 in the 2025/2026 school year, or be turning 22 after August 16, 2025.

Please fill out the form attached to this letter and let us know about any technical experience or other theatre-related experience you may have. (If you have a resume, you may attach it.) All forms will be reviewed by our producers, tech director, and stage managers who will base their decisions on how many crew positions we have available. Crew positions are limited, especially for our Running Crew. If you have any questions, please consult our volunteers at the desk or call 203-329-8207 (x 700).

Our cast and crew list will be posted online at [www.curtaincallinc.com](http://www.curtaincallinc.com) by the end of the day May 27, 2025.

**The Commitment** - There is a \$50 participation fee for all cast and crew (payable only if your child is accepted onto the crew). *Sibling discounts (of 50% after the 1st child) and scholarships are available. For more information call 203-329-8207 (x700).*

**Our production calendar is on the back of this letter. Please review it carefully and list ANY AND ALL potential conflicts on the back of your sign-up form. Even if you are not sure of details, please list anything you are aware of. If you do NOT have any conflicts, please write, "No conflicts."** Curtain Call has a strict attendance policy and any conflicts we are unaware of prior to the start of production can negatively affect the production schedule and even lead to dismissal. **All Running Crew members (or the crew that works the performances) must be available July 28 through August 16.**

**A special First Company and Parent Meeting and Company Bonding Day will take place on Saturday, June 7 from 11:00am to 2:00pm.** From 11:00am to 11:45am will be an informative meeting with parents, cast, and crew to review the commitment and answer any questions. From 11:45am to 2:00pm will be company bonding (cast and crew) activities.

**Crew Work Calls:** Our Technical Director Wayne Yaeger and his staff will be working throughout the week (Monday to Thursday) from 10:00am to 5:00pm, and anyone available during those days and hours are welcome to join them. If you ARE able to work weekdays, please list this on your sign-up form. Otherwise, work calls will also take place on Saturdays from 10:00am to 4:00pm. Those of you interested in signing-up for our Running Crew (or the crew that runs the show during performances) would need to be available July 28 to 31 from 6:30pm to 9:30pm to attend final run-thrus and begin learning the show. If you are not available for rehearsals and performances July 28 to August 16, you can STILL participate on our production and building crews.

**\*PLEASE NOTE: Volunteers under age thirteen will not operate any power tools other than screw guns, nor climb any ladders.**

**Tech and Dress Rehearsals:** Saturday, August 2 is a final work and dry tech day (without actors) from 10:00am to about 6:00pm. Sunday, August 3 will be our tech rehearsal with full cast and crew, an all-day rehearsal from 11:00am until 11:00pm. Dinner for the entire company will be provided. Dress rehearsals will be August 4, 5, 6, 7, from 6:00pm to 11:00pm. **All running crew members must attend tech and dress rehearsals.**

**Performances:** August 8, 9, 14, 15, 16 at 7:30pm, and August 10 at 2:00pm. **AUGUST 10 AND 13 AT 7:30PM ARE ON HOLD SHOULD WE NEED TO ADD PERFORMANCES. All Running Crew (meaning the crew that works backstage for the performances) must attend all tech and dress rehearsals and performances, and be available for the on hold dates as well.**

**Tear-Down/Strike: August 17, 2025 beginning 10:30am. Cast and crew must attend.**

Brian J. Bianco  
Curtain Call Education Director  
SYT Producer

**2011 Governor's Award for Excellence in Culture and Tourism  
2016 ACE Award for Excellence in the Arts**

# HOLIDAY INN Crew Calendar 2025

## June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July 2025

S	M	T	W	T	F	S
		1 Bios Due	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 REQ.	29 REQ.	30 REQ.	31 REQ.		

## August 2025

S	M	T	W	T	F	S
					1	2 REQ.
3 REQ.	4 REQ.	5 REQ.	6 REQ.	7 REQ.	8 REQ.	9 REQ.
10 2pm REQ. 7:30pm ON HOLD	11	12	13 ON HOLD	14 REQ.	15 REQ.	16 REQ.
17 STRIKE/ TEAR DOWN	18	19	20	21	22	23

All crew dates are shaded. Dates labeled "REQ." mark required commitments and are **NON-NEGOTIABLE**.

Our Technical Director Wayne Yaeger and his staff will be working throughout the week (Monday to Thursday) from 10am to 5pm, and anyone available during those days and hours are welcome to join them. If you ARE able to work weekdays, please list this on your sign-up form. Otherwise, work calls will also take place on Saturdays from 10am to 4pm. Please review this information carefully. **LIST ANY AND ALL POSSIBLE CONFLICTS ON THE BACK OF YOUR SIGN-UP FORM.**

**\*PLEASE NOTE:** Because of reasons of insurance and liability, volunteers under age thirteen will not operate any power tools other than screw guns.

### EXPLANATION OF THE DATES

**JUNE 7, 11am-2pm:** First Company and Parent Meeting, and Company Bonding. From 11am-11:45am will be a meeting with all cast, crew, and parents to discuss the summer commitment & answer questions. 11:45am-2pm will be spent in company-bonding activities. Crew is welcome.

**JUNE 23 to JULY 24:** Regular Monday to Thursday work calls from 10am to 5pm, if you are available during the week. Not all crew members may be needed for every call. Schedule updates will be sent by email.

**JUNE 21, 28, JULY 12, 19, 26:** Regular Saturday work calls from 10am to 4pm. Not all crew members may be needed for every call. Schedule updates will be sent by email.

**JULY 1** Bios due for playbill. (Email to [brian@curtaincallinc.com](mailto:brian@curtaincallinc.com).)

**JULY 28 to 31:** Final run thurs 6:30-9:30pm. Crew members who commit to Running Crew must be available to attend these rehearsals and start learning the show.

**AUGUST 2:** Complete all scenic construction and painting, and dry tech of lights, sound, etc. (without cast) tentatively 10am to 6pm.

**AUGUST 3:** Full tech with cast 11am to 11pm. Lunch break scheduled. Dinner provided. **FULL RUNNING CREW REQUIRED.**

**AUGUST 4, 5, 6, 7:** Dress rehearsals. Crew called 5:30pm to 11pm. **FULL RUNNING CREW REQUIRED.**

**PERFORMANCES:** August 8, 9, 14, 15, 16 at 7:30pm and August 10 at 2pm. **AUGUST 10 AND 13 AT 7:30PM ARE ON HOLD SHOULD WE NEED TO ADD PERFORMANCES. FULL RUNNING CREW REQUIRED.**

**AUGUST 17:** Tear-down and strike beginning at 10:30am. **FULL CREW ATTENDANCE REQUIRED.**

For more information, contact our Education Director Brian J. Bianco at 203-329-8207 (X700) or [brian@curtaincallinc.com](mailto:brian@curtaincallinc.com).

**Curtain Call's Summer Youth Theatre 2025: IRVING BERLIN'S HOLIDAY INN**

**Music Director**  
Benjamin McCormack

**Director**  
Brian J. Bianco

**Choreographer**  
Alexandra Cahr

**Please Complete All Sections and Attach Resume if Available**

*Please list ALL Conflicts (June 7 thru August 17) on Reverse Side (Running crew members who work the performances are required July 21 through August 16)*

**Sign-Up Number:** \_\_\_\_\_ **May 18**    **May 19**    (please circle one)

**Name:** \_\_\_\_\_ **Personal Pronouns (He/She/They):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Parent Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

*\* Please be aware that correspondence with cast, crew and parents is done through email, as it is the most effective means for us to keep everyone posted on special announcements and/or last minute schedule changes.*

**Your Physical Description:**

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

*\*For reasons of safety, certain technical tasks are delegated according to particular age ranges.*

**Your Technical Experience (you may use the back of this form if necessary):**

<b>Year</b>	<b>Production</b>	<b>Theater</b>	<b>Job</b>	<b>Director</b>

**Crew will involve the following production areas:**

**Set Construction, Painting, Costume Construction, Wardrobe (Maintenance and Costume Changes),**  
**Props, Lights, Sound, Make-Up, Running Crew, Fly Loft, Production Runners/Gophers**

**Job (or jobs) for which you would like to be considered:** \_\_\_\_\_

**Do you have experience with power tools (i.e. screw or nail guns, jig or table saws, etc.)?** \_\_\_\_\_

**Do you have experience in electrics?** \_\_\_\_\_ **Are you afraid of heights?** \_\_\_\_\_

**Are you available weekdays as well as Saturdays?** \_\_\_\_\_ **If so, what days?** \_\_\_\_\_

**\*Please note that for reasons of safety, you must be at least 15 years of age to handle power saws, patch or plug lighting and sound cables, or climb high ladders and scaffolds. ANY HANDLING OF POWER TOOLS, ELECTRICS OR WORK INVOLVING LADDERS OR SCAFFOLDS WILL BE UNDER ADULT SUPERVISION.**

**Can you read a drafted ground or building plan?** \_\_\_\_\_

**Do you have experience in painting?** \_\_\_\_\_ **Can you sew?** \_\_\_\_\_

Please list any and all conflicts on the back of this form.

<b>Set Construction</b>	<b>Painting</b>	<b>Wardrobe</b>	<b>Properties</b>	<b>Lights</b>	<b>Publicity</b>
<b>Costume Construction</b>	<b>Make-Up</b>	<b>Box Office</b>	<b>Ushering</b>		
<b>Musician</b>	<b>Running Crew</b>	<b>Playbill</b>	<b>Advertising</b>	<b>Other (explain):</b>	

**How did you learn about Curtain Call?** (please be specific) \_\_\_\_\_

**Can you read music?** \_\_\_\_\_

*\*Please list any and all conflicts on the back of your form*

**SCHEDULE CONFLICTS:** (If none, please just write NONE.)

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**\*FOR ALL PARTICIPANTS AGE 18 AND UP: SAFE SPACE PROCEDURES**

As part of our ongoing efforts at providing a safe, nurturing environment at Curtain Call, and to be in compliance with requirements of Stamford Public Schools, we have moved to an online source (Spot-Screening) to handle background checks for all Curtain Call participants age 18 and up. This applies to parent volunteers, performers, crew members, etc., as well as our regular staff, production team members, and teaching artists.

**THERE HAVE BEEN NO INCIDENTS AT CURTAIN CALL.** We are just being conscious of issues around us in the world. (Stamford Public Schools will no longer allow us to provide programming without Sexual Misconduct/Sexual Molestation insurance coverage and we can't get affordable coverage without conducting these background checks.)

Participants age 18 and up will be required to provide electronic consent for this background check. Consent will include authorizing Spot Screening to email a copy of the completed background check to Executive Director Lou Ursone. All information will be treated with strict confidentiality, in accordance with applicable privacy laws. The PDF reports that are issued to us for file purposes, will have the Social Security number redacted.

**There is no cost to you for this.** You may go online to do this now, or wait till you receive a callback or offer, (or offer to serve as an adult volunteer) *but it must be completed within 24 hours of an offer or your offer will be rescinded.*

WHEN ENTERING THE INFORMATION FOR YOUR BACKGROUND CHECK, PLEASE ENTER YOUR NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD.

You may use this link to begin your background check: <https://clients.spot-screening.com/applicant.php?pid=13244&u=19990>

If you have any questions, please write: [Lou@curtaincallinc.com](mailto:Lou@curtaincallinc.com)

**Please sign here that you understand this new procedure:**