

ABBAY HELFEN

TABLE OF
CONTENTS

**PRE & POST
SHOW DUTIES**

2 NUNSENSE

5 MASTER CLASS



Nonsense

A. Helfen's Pre/Post Duties

Dir: Ashley Wells

MD: Brian Hamilton

Choreo: Matthew Sipress

SM: Sydney Bryan

ASM: K. Lenkowsky A. Helfen

| Time | Action | What | Location | Who | Notes | Spike |
|-----------------|---------------------|------------------|-----------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Pre-Show Duties | | | | | | |
| (-1:30.00) | Mop | Stage | All | A. Helfen & K. Lenkowsky | <ul style="list-style-type: none"> *Use the bucket in the bathroom in the Shakespear room and fill it with water. *Place the bucket at the edge if the water and submerge towel *Lay towel out on concrete and place broom in middle *Fold corners of the towel across the base of the broom and mop | - |
| (-1:20.00) | Roll Out Set Pieces | Diner Bar | USC | A. Helfen & K. Lenkowsky | <ul style="list-style-type: none"> *Remove tap shoes and place on the floor *Lock Wheels | Purple |
| | | Diner Bar Stools | USC | | <ul style="list-style-type: none"> *Attach to Diner Bar and push down stage breaks | Purple |
| | | Carseat | SR | | <ul style="list-style-type: none"> *Stop behind shakespeare tower to place down phone W/Sandbag *Lock stage breaks and push down stage pins | Purple |
| | | Bed | DSL | | <ul style="list-style-type: none"> *Lock wheels *Attach black boards underneath the bed (board closest to pillow goes at the top, you may also have to reposition wheels | Purple |
| | | Jukebox | USL | | <ul style="list-style-type: none"> *The wheels are funky so just manuver it the best you can | Purple |
| | | Sign | DSC | | <ul style="list-style-type: none"> *This will roll out to CS | Purple |
| (-1:10.00) | Set Set Pieces | Stool 1 | SL | A. Helfen | <ul style="list-style-type: none"> *Remove from Diner Bar Stools and place USL | Purple |
| | | Stool 2 | USC | | <ul style="list-style-type: none"> *Remove from Carseat and place next to Jukebox | - |
| | | Stool 3 | Backstage | | <ul style="list-style-type: none"> *Place right next to the seat railing under the silver loop | - |
| | Set Props | Phone | Backstage | A. Helfen | <ul style="list-style-type: none"> •This most likely was done when you rolled out the carseat, if not do so *Make sure the phone cord stretches up to SL of the Jukebox | - |
| | | Cookbook | Backstage | | <ul style="list-style-type: none"> *The cookbook will be placed on top of Stool 3 | - |
| | | Lettuce | Backstage | | <ul style="list-style-type: none"> *You will need to grab the lettuce from the refrigerator in the glass room and place it next to the Mary Annette puppet in the Shakespeare room | - |
| (-1:05.00) | Run Props | Prizes | FOH | A. Helfen | <ul style="list-style-type: none"> *There are three prizes in the Shakespeare room (One is a silver charm, one is a card, and one is a figurine), you will bring these to Matt at the FOH | - |
| (-1:00.00) | Place | White Chair | L of giant flower pot | | <ul style="list-style-type: none"> •This is optional for whoever sits backstage to place a chair directly to the L of the giant pot outside the Shakespeare room entrance | - |
| (-55.00) | Grab | Walkie | Shakespeare Room | | <ul style="list-style-type: none"> •Grab the walkie that is located to the L on the counter in the Shakespeare room *Turn it on and make sure it is set to Ch. 1 | - |



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| Post-Show Duties | | | | | | |
| Curtian Call | Place | White Chair | Shakespeare Room | A. Helfen | •Slide the chair back under the counter | - |
| | | Stool 3 | | | *Place back where you found it (walking into shakeseare room take the u-turn to the right) | - |
| | | Walkie | | | •Place the Walkie back on the charger where you found it | - |
| Follow Cast | Walk | You | Glass Room | A. Helfen | *Walk up to the glassroom via Shakespeare room staircase and hallway | - |
| With SM's GO | Roll Back Set Pieces | Sign | Shakespeare Room | A. Helfen & K. Lenkowsky | •This will roll in and U-Turn next to stool 3 | - |
| | | Jukebox | | | *Roll into shakespeare room past the wall next to mirror and place it so the back is accessible | - |
| | | Bed | | | •Roll in next to Jukebox so it does not stick out | - |
| | | Carseat | | | *Pick up Stool 2 and place on carseat *Pick up the Sandbag and Phone and place it on the Carseat *Roll it into the Corner directly across from bed | - |
| | | Diner Bar Stools | | | *Unattach from Diner Bar and put down stage breaks *Stand Stool 1 in between the seats *Rolls straight in and is placed next to the trashcan | - |
| | | Diner Bar | | | *Unlock stage breaks *Roll down ramp with open side facing you (DS) *Roll straight into the Shakeseare room | - |
| | Re-Set Props | Mary Annette Puppet | Top Shelf of Diner Bar | A. Helfen | *Place Mary Annette in her spot on the counter | - |
| | | Fruit Hat | | | *Place the fruit hat in its spot on the counter | - |
| | | Maracas | | | *Place the Maracas back in their spot on the counter | - |
| | | Paper Bag W/Rush | | | *Remove from green bucket and place the bottle of rush in the bag and set back in its spot on the counter | - |
| | | NJ Summons | | | *Remove from green bucket and place it back in its spot on the counter | - |
| | | Understudy Book | | | *Slide the book out from the R of the green bucket and place it on the top shelf of the diner barto the far L with the roll of spike tape on top | - |
| | | Cookbook | Bottom Shelf of Diner Bar | A. Helfen | •Take cookbook and place back in its spot on counter which will most likely be under the pink robe | - |
| | | Tap Shoes | | | *Remove the tap shoes and place them under counter on the ground | - |



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| | | Green Wooden Stand | Bottom Shelf of Diner Bar | A. Helfen | *Stand up on its side as seen in the Props Preset Paperwork Sheet | - |
| | | R side Red hat and apron | | | *Place In between the Green Wooden Stand's legs | - |
| | | White Hat & Apron | | | *Stand the hat upside down and place in the apron, set to the left of the metal bowl & ladel | - |
| | | Orange Bowl W/Whisk & Spoon | | | *Put the whisk and spoon back in the bowl and place to the far left side | - |
| | | L side Red Hat and apron | | | *Place insided the orange bowl | - |
| | | Umbrella | | | Unwrap the velcrow and place on the lip of the counter | - |
| | Set Shoes | Tap Shoes | Bottom Shelf of Diner Bar | A. Helfen | *Place the three pairs of shoes on top of the umbrella for the night | - |
| | Strike | Sound & Lights | Up at SM table | A. Helfen & K. Lenkowsky | *Ask what you can do to help as there are some specific jobs or steps that need to be taken | - |



Pre/Post Show Duties
 Director: Michael Baron
 Stage Manager: Abigail Templer
 ASM: Abbey Helfen

| What | Where | Who | Notes | Spike | Checked? |
|----------------------------------|----------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|
| Preshow | | | | | |
| Wash Pitchers and Cups | Ice Room | L. Hathcoat | | | |
| Tape up Show Signs and set gates | All four walkways into the space | A. Templer | Top of the two staircases & the two paths off of the water stage. | | |
| Set up Tent | Lookover | F. Garcia, C. Ray, & J. Walley | Blue tent should be set up first with weights attached | Pink | |
| Set up Lightboard & Lights | Lookover | F. Garcia & J. Walley | | | |
| Set up Mics & Soundboard | Lookover | C. Ray | | | |
| Sweep & Mop Stage | Shakespeare Room | A. Helfen & A. Templer | | | |
| Set Two Folding Chairs | Behind US Wall | A. Templer | Set behind SR wall | | |
| Set Scenic Pieces | Stage Left Platform | A. Helfen | Maria's Chair Maria's Table Music Stand Trash Can | Pink | |
| Set Onstage Props | On Maria's Table | A. Helfen | I Pitcher of Water - 1/4 Full I Drinking Glass Tissue Box Note Cards 1/2 under tissue box DS | | |
| | Music Stand | | Maria's Binder flipped to Page 11 | | |
| | On Piano | | Pencil Black Binder w/Clip Light | | |
| Set up top walls | Top of audience | J. Brooks & J. Walley | | | |
| Set Piano | Stage Right Platform | J. Brooks & J. Walley | Wheels do not get set with the Piano Verify everything is plugged in and piano master volume is on, A. Helfen will help lift the piano up | Pink | |
| Check Purse Contents | In Marias Purse | A. Helfen | Glasses Case/Glasses Small Book Checkbook 2 Handkerchiefs Keys Hairbrush Pill Bottle Nail Polish Wallet Hand Fan Binder Clips | | |



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 ASM: Abbey Helfen

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|-----------------------------|-------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|
| Post Show | | | | | |
| Strike Onstage Props | On Maria's Table | A. Helfen | 1 Pitcher of Water - 1/2 Full 1 Drinking Glass Tissue Box Note Cards 1/2 under tissue box DS | | |
| | On Piano | | 4 Musical Scores Books Pencil | | |
| Strike Scenic Pieces | Stage Left Platform | A. Helfen | Maria's Chair Maria's Table Music Stand Trash Can | Pink | |
| Strike Piano | Stage Right Platform | J. Brooks & J. Walley | Wheels do not get set with the Piano Verify everything is plugged in and piano master volume is on, A. Helfen will help lift the piano up | Pink | |
| Strike Two Folding Chairs | Behind US Wall | A. Templer | Set behind SR wall | | |
| Strike top walls | Top of audience | J. Brooks & J. Walley | | | |
| Strike up Mics & Soundboard | Glass Room | C. Ray | When striking the tent make sure the light board is out from underneath and clear of the tent | | |
| Strike Lightboard & Lights | | F. Garcia & J. Walley | | | |
| Strike Tent | | F. Garcia, C. Ray, A. Helfen, J. Walley | | Pink | |
| Strike Show Signs and gates | All four walkways into the space | A. Templer | Top of the two staircases & the two paths off of the water stage. | | |