

Murdered
— TO —
DEATH

MURDERED to DEATH

By Peter Gordon

(F2012)

SHOW PACKET

WELCOME

Welcome to the Stevens Dramatic Society's production of *Murdered to Death*. In this packet, you will find all the material and information you will need to know to make this a great show. In this packet you'll find information such as:

1. General Show information
2. Production information
 - a. Pro-Board Contact information
3. Promoting the show
 - a. Information on bios
 - b. Information on boosters
 - c. Information regarding playbill ads

Anything that needs to be submitted is due by **November 1st, 2012**. The only exception is playbill ads which must be submitted by **October 27th, 2012 (Load-in)** Submitting any time later than that will not be accepted and all that hard work you have put in will not be acknowledged. Anything that can be submitted by e-mail should be e-mailed to sds@stevens.edu. Other non-digital items, such as forms and money, should be submitted directly to me, Colin Gliech. The best way to contact me is through email or phone: cgliech@stevens.edu , (802) 881-2727.

This year we have reconfigured the personal involvement requirements so that they better suit the needs of the show. What's important for you to know is that the more you get involved, the cheaper your cast party ticket will be! Additionally, selling ads can get you a free t-shirt. The details are mentioned later in the packet.

There are also a few simple things that you can do to help publicize the show. For instance, we have a Facebook page that I encourage everyone to like: [facebook.com/sds1910](https://www.facebook.com/sds1910). We also have a Twitter [@sds1910](https://twitter.com/sds1910). Follow along because that's where we'll be displaying pictures, videos, and interviews of the cast and crew! Get as many people you can to follow us on our Facebook!

You can contact either the executive board or me via:

sds@stevens.edu
Colin Gliech– Publicity Manager
E-mail: cgliech@stevens.edu
(802) 881-2727

Get Pumped!

Colin Gliech
Publicity Manager

SHOW INFORMATION

MURDERED TO DEATH by PETER GORDON.

This hilarious spoof of the Agatha Christie genre is set in a country manor house in the 1930s, with an assembled cast of characters guaranteed to delight. The play introduces the inept and bungling Inspector Pratt, who battles against the odds and his own incompetence to solve the murder of the house's owner. It soon becomes clear that the murderer isn't finished yet, but will the miscreant be unmasked before everyone else has met their doom, or will the audience die laughing first?

(copied from <http://www.petergordonplays.com>)

Our production will be directed by Bob Goodman and produced by Declan Candela.

WHEN?

This semester, there will be four performances of the show: November 8th at 9PM, 9th at 8PM, and 10th at 2PM and 8PM. The house will open at 7:30pm.

WHERE?

The show will take place at the DeBaun Center for Performing Arts on the campus of Stevens Institute of Technology.

DeBaun Center for Performing Arts

24 5th Street
Hoboken, NJ
07030

ADMISSION

Tickets will be available in advanced or at the door. Tickets will be sold in advanced online at <http://www.debaun.org/Tickets.html> and starting a week before the show at the tables in the Howe Center in front of Pierce.

Student: \$1 (advanced) or \$3 (at door)

General: \$5 (advanced) or \$7 (at door)

CAST

Elizabeth Hromada as AUNT MILDRED—The wealthy widow of the manor.

Rachel Watson as DOROTHY FOXTON—The dotting Dorothy Foxtton cares for her aunty Mildred while she takes care of business.

William Renninger as BUNTING—The unenthusiastic, faithful family container.

Michael Paulauski as COLONEL CHARLES CRADDOCK—The retired Colonel shows more blustering enthusiasm for sherry than his wife Margaret.

Elizabeth Lamb as MARGARET CRADDOCK—The pity, strong-willed Mrs. Colonel Craddock.

Natalie Barillaro as ELIZABETH HARTLEY-TRUMPINGTON—A mysterious and attractive young woman with a flair for language.

Colin Gliech as PIERRE MARCEAU—A French art dealer who has a way with words and a zest for the finer things in life.

Katie Ricculi as JOAN MAPLE—The interfering busy-body who knows a good murder when she attracts one.

Michael McAree as CONSTABLE THOMPKINS—The village policeman who has the inspector's back and an eye on everyone else

Frank DiCola as INSPECTOR PRATT—Without a doubt the finest detective to ever have graced her Majesty's police force... in a manor of speaking.

PRODUCTION BOARD

Lauren Harpst as PRODUCTION MANAGER—Lauren is in charge of the entire production board and keeps the board on track. Any questions regarding the pro-board? Contact Lauren.

Mia Manzella as Assistant Director—Mia works closely with Robert, the director, to shape the artistic vision of the show.

Dave Geiss as STAGE MANAGER—Dave is responsible for the actors and scheduling rehearsals. During the show, he will be in charge of calling all cues. If you need to get in touch with the director or actors contact Dave.

Emily Hromada as SET DESIGNER—Emily is responsible for the design of the set. She'll be working close with Ryan. If you're interested in working on and helping out with the set (such as painting), contact Emily.

Ryall Vassallo as MASTER CARPENTER—Ryan will be running all crew calls involving the construction of the set. He'll be working with Emily. If you're interested in working and helping out with the set construction, contact Ryan or Mike.

Assistant: Mike Marnell

Lauren Harpst as SOUND DESIGNER—Lauren will be designing and managing any sound used during the show. This includes pre-show music, live sound effects, and managing the callers backstage. If you are interested in sound, contact Lauren or Connor.

Assistant: Connor Ritter

Martha Nakashian as LIGHT DESIGNER—Martha will be designing the light plot and lighting effects for the show. If you're interested in working with lights, contact Martha or Connor.

Assistant: Connor Ritter

Molly Dugan as PROPERTIES DESIGNER/MASTER and SET AESTHETICS—Molly will be in charge of gathering and designing all props used in the show. She will also be setting the props before the show starts as well as tracking props as they go on and off stage. Molly will also be gathering set decorations such as paintings. She will be working closely with Emily in this aspect. If you are interested in either props or set aesthetics contact Molly.

Nicole Santos as COSTUME DESIGNER/MAKEUP ARTIST—Nicole will be designing and coordinating all costumes and make-up used in the show. She will also be in charge of quick- changes and dressing in the duration of the show. If you're interested in assisting with costumes, contact Nicole or Michelle.

Assistant: Michelle Little

Michelle Little as HOUSE MANAGER—Michelle will be in charge of house managing during show nights. She will also be in charge of the raffle as well as the ushers. If you are interested in ushering for the shows contact Michelle.

PRODUCTION BOARD CONTACT INFORMATION

Position	Name	Phone	Email
Lighting Designer	Martha Nakashian	508-988-5394	mnakashi@stevens.edu
Lighting Designer Assistant	Connor Ritter	802-236-9983	critter@stevens.edu
Production Manager/Sound Designer	Lauren Harpst	551-200-3527	lph4852@gmail.com
Set Design/Master Artisan	Emily Hromada	484-213-4015	eahromada@gmail.com
Master Carpenter	Ryan Vassallo	973-820-3599	ryanv132@hawthorneems.org
Master Carpenter Assistant	Mike Marnell	551-580-4430	mmarnell@stevens.edu
Costumes/Hair and Make-up	Nicole Santos	513-331-9560	nsantos@stevens.edu
Costumes Assistan/House Manager	Michelle Little	814-386-6789	mlittle@stevens.edu
Properties Master/Set Aesthetics	Molly Dugan	973-886-4878	dugan.marye@gmail.com

If you are looking to get involved with any of the production board departments or interested in being an op, contact them as well as Lauren (production manager). We are also looking for stagehands to help during the actual show. This group of stage crew-ers will help with scene changes between acts and also help with any technical objectives during the actual show. If you're interested in being a stagehand and on stage crew, please contact SDS@stevens.edu.

MOVE IN into DeBaun will be on **October 27th**. Mind you, this leaves only one week for set construction before tech-weekend.

The schedule for crew calls will be on the SDS "Current Production" calendar: www.stevens.edu/sds.

BIOGRAPHIES

All actors and production board members (and their assistants and ops) will get a bio to go in the playbill. Everyone who helps out with the show will get credited in the playbill as well. A bio is your opportunity to tell the audience a little bit about yourself and your past theater experience. It can say just about whatever you want, but here are some guidelines to keep in mind:

Your bio must include:

1. Your name
2. Your role in the show (i.e. the character you are playing, the technical position you have, or anything else you are doing to help out)
3. Sentences all written in the 3rd person (i.e. use "he/she," not "I" or "we")

Your bio may include:

1. Past performance/technical experience (with DS or elsewhere)
2. Your year
3. Your major
4. Your hobbies
5. "Thank you"s or other brief messages

Your bio may not include (and these are pretty much common sense):

1. Foul/suggestive language.
2. Humor that is offensive or at somebody else's expense.

Below is the format you should use to submit your bio:

FIRSTNAME LASTNAME (Position or Role in the Show) All writing should be done in third person and may refer to yourself by your first name. When saying what year you're in, use a fraction (ie: 3/4 for "three out of four"). When including previous shows, state your position (*And Then The Show Title in Italics*). Please limit your bio to around 150-200 words (with 150 being the minimum).

Bios absolutely must be in by **November 1, 2012**. If no bio is submitted by that date at midnight, there will not be one for you in the playbill. **Period**. Please email all bios to sds@stevens.edu with the subject as: [YOUR Full Name]'s Bio.

TO ACTORS

You will also be required to have a headshot in the playbill. You will be notified at a later date when pictures will be taken.

BOOSTER ADS

Boosters are one line messages that appear in the playbill. You can write boosters to other members of the production, or have your friends and family (or a complete stranger) write them for you. They only cost \$1 each, and must be 100 characters or fewer. They're a lot of fun, and certainly make the playbill a great deal more interesting.

Some examples:

- "Wow, Inspector Pratt sure is clueless"
- "Did you clap? I didn't hear you."
- "Words, words, words, words, words, words..."
- "This was the best show ever."
- "I bet the butler did it... they always do"

So as you can see, they can be as traditional or as...creative as you like. Generally it's a good idea to include the name of the person they are written for, as well as the name of the person writing them, but feel free to use anonymity to your advantage if you so desire.

On the page that follows, you'll find the sheet where you can write your boosters. All money is due at the time you turn them in, and they must be submitted no later than **November 1, 2012**. Boosters may also be submitted electronically, however, if we do not receive your money they will not be in the playbill.

BOOSTER SHEET

Seller's Name: _____

Boosters cost \$1 each, and must be 100 characters or fewer.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

SHOW REQUIREMENTS

The following details the requirements for being considered part of the current production. Note that voting membership in the society is dependent upon participation in at least one of the major productions in the current or previous two semesters. Additionally, being considered part of the production can lower your cast party price.

TO BE A PARTICIPANT IN THE PRODUCTION YOU MUST

- 1. Log 6 crew call hours—one of which must be from selling advertisements**
- 2. Attend Load-in (October 27th 2012 starting at 9AM)**

Crew call hours can be logged by doing the following:

1. Helping backstage with set construction and dressing (this can be fulfilled at load-in)
2. Table-sitting outside of Pierce Dining Hall
3. Selling advertisements (1 hour Required)

We understand that there may be scheduling conflicts with the load-in date, so we are open to negotiation depending on the excuse. Things like “I just kinda feel like going home this weekend instead” or “I am hung-over” will not be accepted.

PERKS FOR BEING A GOOD PARTICIPANT

- Coming to load-in reduces your cast party price from \$15 to \$10.
- Selling \$25 in ads gets you a free t-shirt
- Every 4 hours logged past the required 6 will get you another \$5 off of the cast party. (Note that we will not pay you to come if you do over 14 hours total)

PLAYBILL ADS & PUBLICITY

Members of the production are required to spend one of their 6 crew call hours selling ads to local businesses that will appear in the playbill. Because this is required of all participants, there will be several **Ad Days** set up between now and the performance. Ad days will be a couple of predetermined dates and times set aside when people can go out and sell ads in groups. Additionally, there will be a google doc of all of the businesses that have been already covered so that we don't approach the same place twice. You may wish to purchase one yourself, sell one to your family (or anyone else willing to pay), or pursue local businesses. When selling an ad, please contact Colin Gliech (Publicity Manager) ahead of time so that hours can be logged. Also, sign-up sheets will be available at the Ad Days. Below are some guidelines for you to follow should you choose to approach a business:

1. Introduce yourself and ask to speak to a manager. Generally, they are the only person who can make such decisions for a business.
2. Tell the manager who you are and what you are doing. Have the relevant information (rate sheet and receipt) and ready to be presented to them. You should read the sheet beforehand, and know the answers to any questions they may ask!
 - a. Ask the business if they would mind putting up one of our posters to advertise the show. Let them know that if they help us in advertising our show by putting up a poster (in their window, door, by bar, front desk, etc.) they are eligible to receive two complimentary tickets to our show.
3. Then follow up that should they purchase an ad, they will receive an additional pair of complimentary tickets to the show (this is also true for your family!). Ask for their name, their contact information, and let them know that they will be receiving vouchers for the complimentary tickets.
 - a. If they are hesitant about purchasing an ad, just let them know that they can contact us (give them contact information to the e-board: sds@stevens.edu) at a later time (before **October 27th**).
4. If you sell an ad, be sure to fill out 2 receipts – one for the customer, and one for you. The latter will be turned in along with the ad and money.
5. Receive payment for the ad. See the rate sheet for acceptable forms of payment.
6. Collect a business card or menu if possible to bring back to the publicity manager.

Once you sell an ad to a business (or even to your family members), you have a responsibility to ensure that their contact information makes it back to the publicity manager. Otherwise, their ad will not be in the playbill. So be sure to give yourself plenty of time, and to have everything submitted and paid for by **October 27, 2012**.

Generally, any place that accepts DuckBills will be somewhat receptive to the idea since they already have a rapport with Stevens, but we're always looking to expand our horizons. Please contact me if you would like some suggestions based on businesses that have advertised with us in the past.

The Stevens Dramatic Society

Stevens Institute of Technology
Castle Point on Hudson
Hoboken, NJ 07030

Playbill Advertising Rates

We thank you for your interest in the Stevens Dramatic Society. The playbill for a Stevens Dramatic Society production reaches over 400 people, including the Stevens community, Hoboken residents, parents, and many others. This semester's playbill will be distributed at our production of *Talk Radio* on November 3rd, 4th, 5th, 10th, 11th, 12th.

Advertisement prices are as follows:

Quarter page	(2.25" x 3.5")	\$25
Half page	(4.5" x 3.5")	\$50
Full page	(4.5" x 7.5")	\$75
Back inside cover	(4.5" x 7.5")	\$100

Cash, money order, or company check is acceptable. Please make all checks payable to "Stevens Dramatic Society."

Please Note:

1. Only photo ready advertisements will be accepted. Artwork must be prepared by the customer. Only artwork in good condition will be accepted.
2. Typesetting of advertisements is available for text-only advertisements. No graphics will be included. The only exception will be the text and graphic of a business card, which may need special layout.
3. All contents and the correctness thereof, are the responsibility of the customer. The correctness of dates, times, etc. is covered by the statement. Once the advertising copy is given to the Stevens Dramatic Society, it is considered final.
4. The Stevens Dramatic Society reserves the right to deny any advertisement, should the content, form, or other aspects of the ad be deemed unacceptable.
5. Payment for an ad is required in advance. Customers will receive a receipt upon payment of the ad and delivery of the ad copy.

Advertisement Order: SDS Copy

Name _____ Date _____

Company _____

Address _____ Phone _____

Ad Size: ¼ page ½ page Full page Back cover

Payment Check Cash

Seller signature _____ Advertiser signature _____

For Office Use

Seller _____ Date received _____

Check No. _____ Process date _____ Processor _____

Stevens Institute of Technology • Castle Point on the Hudson • Hoboken, NJ 07030
201.216.3411 • www.stevens.edu/sds • sds@stevens.edu

Advertisement Order: Customer Copy

Name _____ Date _____

Company _____

Address _____ Phone _____

Ad Size: ¼ page ½ page Full page Back cover

Payment Check Cash

Seller signature _____ Advertiser signature _____

For Office Use

Seller _____ Date received _____

Check No. _____ Process date _____ Processor _____

Stevens Institute of Technology • Castle Point on the Hudson • Hoboken, NJ 07030
201.216.3411 • www.stevens.edu/sds • sds@stevens.edu

BINDER DAY

Because we are sponsoring a first annual binder day on **November 17th 2012** in which we will compile all the data from this show to pass on to the designers of the next, there are a couple of things that you as a designer need to hold on to and log during the show process:

Things that binders should include are:

- how to make a design
 - what are some things that are essential and must be included in it
- when/how to order or buy things
- what are some things that always need to be bought
- where to purchase these frequently bought items
- what materials do we have/usually like to have
- additional notes; things to watch out for etc.

Binder day is **MANDATORY** for all designers of *Murderd to Death*, but is also open to designers of previous shows. We want to have your input!