

Welcome to Show Title!!

Contacts	Locations
SM Email: Email@gmail.com Name (PSM): Phone Number Name (ASM): Phone Number Name (ASM): Phone Number Name (PA): Phone Number Costume Shop: Phone Number WHAM Shop: Phone Number Sound Shop: Phone Number Box Office: Phone Number Non Emergency Police: Phone Number	Rehearsal Space: Location Secondary Rehearsal Space: Location Costume Shop: Location WHAM Shop: Location Sound Shop: Location SM Office: Location Physical Therapy: Location

Important Dates			
Event	Date	Time	Location
Designer Run			
Sitzprobe			
COPR			
Tech			
Performances			

Accidents, Illnesses, and Injuries

If you become injured during rehearsal please let stage management know as soon as possible and an incident report can be filled out at your discretion. If you become injured out of rehearsal and believe it may limit your movement during rehearsals please let stage management know. If you are ill please do not come to rehearsal. Illness has a tendency to spread extremely quickly. Please let stage management know if you are ill and cannot attend rehearsal, or if you will be showing up to rehearsal masked because of an illness.

Attendance

If you have any planned absences please let stage management know immediately. If you are unable to make it to rehearsal for any reason, or if you are going to be late to rehearsal let stage management know as soon as possible. All absences and tardies will be noted in the rehearsal report. If you are late and have not contacted the SM team expect to receive a call or text from us.

Breaks

We will follow Actor's Equity Association's guidelines for breaks. We will take either a 5 minute break after 55 minutes of work, or a 10 minute break after 80 minutes of work. All breaks will be announced by Chloe as well as the time we will be returning. Please arrive back from break on time and ready to keep working.

Building Access

CCM is a public building and is not locked during working hours. If you arrive at the building after a certain hour you will need your Bearcat Card to enter. If for some reason you cannot gain access to the building, call or text a member of the SM team and someone will be there to let you in.

Change of Information

If any of your personal information changes throughout the process ie; phone number, email address, any allergies, please let stage management know immediately.

Communication

Your primary source of information and communication for this show will be through the Stage Management email listed above. This is where you will receive the Daily Call and any information about scheduling fittings or other schedule related information. Please turn on your notifications and add this email to your contacts so you don't miss any information. There is also a Call Board posted directly outside of 3705 that has information such as the daily call, the production team, the cast list, and the rehearsal calendar. If you have an immediate need, feel free to text the PSM at the number listed above.

Emergency Procedures

In the event of an emergency the SM team will take charge. Please remain calm and attentive and wait for instruction. In case of a fire we will meet at XX location, once you have arrived at this location please check in with a member of stage management so we can check you off our list.

In case of severe weather we will go to a lower level of the building and wait for an all clear.

In case of a shelter in place we will lock all doors and close all window blinds. Remember to either run, hide, or fight.

Fittings

Costume Fittings will take place in the Costume Shop. To get to the Costume Shop, take the stairs near the Scene Shop (with the eyes on the wall above them) down one level. Turn right and take the hallway with the vending machines and displayed costumes. The Costume Shop is the set of double doors on the right. Wig Fittings will take place in the WHAM Shop. To get to the WHAM Shop, take the stairs near the Scene Shop (with the eyes on the wall above them) down one level. Turn left and take the hallway with the benches. The WHAM Shop is near the end of the hallway on the right. Stage Management will schedule fittings based on the availability of the Costume/Wig Shop and the schedule that you provided to us. You will receive an email prior to your fitting from Stage Management notifying you of an upcoming fitting.

Please let the Costume Shop know if you are running late by calling them at XXX. Additionally, please remember to come clean and free of heavy scents and wearing appropriate undergarments. Other pertinent information will be communicated to you prior to your fitting.

Kaltura

All videos taken during rehearsal will be uploaded to Kaltura for the purpose of rehearsing these moments. To gain access to Kaltura you will have to fill out a form provided by stage management and we will provide you with access to our channel.

Parking/Transportation

Paid parking is available in the CCM garage as well as other University garages. There are also metro buses that are available for public transportation and the UC shuttles that go around campus.

Rehearsal Props and Costumes

We will most likely be using rehearsal props and costumes during this process. Some of the items may be the real item or just a stand-in for the time being. Please treat these items with respect as they are not ours, just loaned to us for this process. All items should be returned to stage management at the end of the rehearsal. If anything breaks please let us know as soon as possible so we can get it fixed

Rehearsal Room

There will be chairs in the rehearsal room for you to put your belongings and to hang out when not working. The SM team is not responsible for any lost belongings. Any items left in the rehearsal room will be noted in the daily and can be claimed in the SM office if someone is available.

There will be hand sanitizer, pencils, highlighters, tissues, and a first aid kit located at the SM table at all times.

Please feel free to use any of these items if needed.

The rehearsal room is a closed space and no outside guests will be permitted inside the rehearsal room without permission. If you would like to bring a guest into the rehearsal room please let the SM Team know.

Sign In

Your call time will be included in the Daily Call sent by stage management every day. When you arrive at the rehearsal hall you will scan a QR code to record your attendance for the day. Please arrive a few minutes early to your call and be ready to work with all materials necessary to be successful.

Social Media

There should not be any unsanctioned photos or videos taken during rehearsals or tech. The show is not complete at this time and it would be disrespectful to the designers and cast to show before it is completed. The exception to this rule is planned/approved Instagram takeovers for CCM or UC's Instagram accounts.

After the show has opened, please credit designers in posts.