

REHEARSAL



COMMUNICATION

- Act as a conduit for information across all creative and technical departments
 - » Relay all messages, changes, adaptations, etc. to the choreographer, designers, artistic, and appropriate staff/crew



CALLBOARD

- Maintain a neat and efficient callboard as the hub of communication for artists with posting of the daily schedule, casting, and other relevant information



DAILY STUDIO SETUP

- Make sure studio is clean, moderate temperature, and has enough barres (if applicable) for class
- Tape out floor
- Ensure any requested reference videos and specified setups are in each studio
- Set out all props for the day's rehearsals
- Make sure all first aid kits are fully stocked in each studio
- Refill hand sanitizer, alcohol solution, and cleaning product for each studio



UNION CONTRACT AND RESPONSIBILITIES

- Know the contracts for all dancers, crew, and musicians to ensure various aspects for rehearsals, techs, and performances are executed



MAINTAIN SPACES

- Keep office, studio, archival storage, and props storage in a neat and orderly manner



FILM REHEARSAL

- Set up GoPro
 - » Film run-through
 - » Film anything specifically requested by artistic
 - ◇ Digitally distribute footage to choreographers, designers, artistic, and dancers for reference



PRODUCTION MEETINGS

- Set up production meeting and confirm attendance for the meeting with a calendar invite
- Prepare and proofread agenda
- Prepare and proofread other documents pertinent to meeting (schedules, casting, work-specific breakdowns or elements)
- Prepare copies of paperwork
- Take detailed minutes at the meeting
- Type up and distribute minutes to the appropriate parties



SUPPLY INVENTORY AND ORDERS

- Keep inventory of office, first aid, and hospitality supplies fully stocked
- Frequently ordered supplies:
 - » Office supplies – DVDs, CDs, pens, pencils, binders, dividers, sheet protectors, highlighters, sharpies, post-it notes
 - » First aid supplies – ice packs, cough drops, band-aids, Neosporin, Aleve, Tylenol, hand sanitizer, elastikon tape, etc.
 - » Hospitality (for performances at venues) – coffee, tea, hot chocolate, creamer, sugar, cups, stirrer sticks, napkins, etc.



CUE SHEETS

- Type and/or reformat old cue sheets from outdated digital formats
- Keep track of changes, additions, or special adaptations necessary for various venues, special events, or artistic decisions

PERFORMANCE PREP



VENUE/THEATER

- Reach out to venue/theater contact and get as much information on the space as possible, including number of dressing rooms, laundry, studio space, etc.



CUE SHEET

- If you are calling a work that has been performed, get the cue sheet from the last theater company that previously performed the work
- If this is a new work, coordinate with the lighting designer to get the lighting cues as soon as possible-- you should (ideally) have it a week before tech
 - » Cue sheet should include standbys, lights, follow spots, curtain, rail, sound, deck, and automation cues



PAPERWORK

- Prepare the following paperwork for performances and special events:
 - » Production schedule (master schedule) with performance run times
 - » Casting
 - » Contact sheet
 - » Dressing room assignments
 - » Hair/makeup call sheet
 - » Photo/video notices
 - » Deck and automation cues
 - » Rail cue sheet
 - » Prop run sheet
 - » Sound cue sheet (if using pre-recorded music)
 - » Spike chart
 - » Backstage access list
 - » Lighting run sheet (created by lighting designer)

THEATER PERFORMANCES



LOAD IN

- Explore the theater to become familiar with the space
- Check all dressing rooms for:
 - » Cleanliness, working overhead lights and makeup mirror lights, trash cans, soap, and paper towels in the restroom area
 - » Enough chairs for people assigned to the dressing room and ensure that the temperature falls within union guidelines
 - » For any missing light bulbs, soap, paper towels, or any other necessary items/issues
 - » Inform house contact to have these issues resolved
- Set up callboard
- Hang directional signs
- Prep rehearsal studio:
 - » Check that floor is suitable for class and rehearsal, tape out floor space
 - » Make sure there are enough barres/required materials for class
 - » Ensure there is suitable lighting
 - » Ensure thermostat is set at an appropriate level
 - » Check to see if paging is available in that space



STAGE

- Set up Stage Manager console
- Safety check – walk the stage, wings, and crossover area to make sure there are no safety hazards
 - » Add spike, gaff, or glow tape to areas that could potentially cause an issue
- Set up first aid kit stage left and stage right
- Double check that props have rosin, tissue, and chairs/stools set up for dancers off stage
- Check all light, curtain, and rail cues
- Sound check – onstage monitors, wireless microphone, and headsets



CAST CHANGES AND PROGRAM PROOF

- Acquire venue program and proofread to make sure all casting is listed correctly without any omissions, misprints, or spelling mistakes
- For any errors or changes, type up a “casting change notice” to be posted on the cast change board in the lobby by half hour. Also, post a copy on the callboard so dancers are aware.



NETWORK WITH LOCAL CREW

- Introduce yourself to the local crew and department heads
- Pass out the most up-to-date paperwork needed for the performances, i.e., tech schedule, rail cue sheet, sound cue sheet, etc.
- Work closely with the house crew member to ensure a smooth and productive environment in the theater



PERFORMANCE VIDEOS

- Get all recordings from the Video Content Producer
- Back up all recordings onto computer server
- Maintain archive by logging all recorded performances



SIGN-IN

- Post sign-in sheet an hour before the hour call
- At the half hour call, collect the sign-in sheet from the callboard



CALLING PERFORMANCES

- Supervise and facilitate all technical elements of the performance in conjunction with the crew
- Maintain time keeping for intermissions, pauses, etc.
- Document any notes, concerns, or mishaps during the performance in the performance report
- Handle any crises, concerns, or issues in relation to the performance



LOAD OUT

- Take down all directional signs
- Take down callboard
- Collect any dancer items from stage/dressing rooms and place at callboard to be claimed by dancers
- Take down dressing room signs
- General packing of office and road
- Liaise with prop and technical director to facilitate boxes being moved to truck
- Double check the stage and backstage area to make sure no items are left behind