



# Student Choreographers' Showcase

AS V.2  
2/1/24

## Artist's Information / Move To Stage Packet

### Contact Information

PSM: Anika Shirvaikar (973) 288-5034

ASM: Elora Bowers (513) 687-2059

### Tech/Performance Information

Theater: Cohen Family Studio Theater (CFST)

Tech/Dress: February 23<sup>rd</sup> - February 28<sup>th</sup>

Show Dates/Times: February 29<sup>th</sup> - March 2<sup>nd</sup>

### Attendance

When you arrive to tech/dress each day, please check in using the QR code posted by the dance studio/dressing rooms/CFST. If you are late, it will be noted in the rehearsal report. If you are running late, please call or text stage management as soon as you can with an ETA and if possible, a reason. Chronic tardiness will be noted and may result in action taken by the director or department.

### CFST Etiquette

Please be respectful of your fellow castmates and the rest of the artistic team and their process. To do this, keep talking to the minimum during rehearsals and backstage. If we are not on a break and you need to step out for any reason, let a member of Stage Management know.

On Friday and Saturday, you can set your belongings in the seats of CFST when you arrive. Starting on Sunday, please keep all items in your dressing rooms.

No food or drink is allowed onstage, in dressing rooms, or in the house (except sealed water bottles). Please use a non-metal water bottle, and leave them either in the hallway or your dressing room. At the end of the day, please hang up your costume appropriately.

### Dressing Room Etiquette

As we start using dressing rooms, please remember that these are common areas for many people to work and prepare for the show. Please keep your dressing room station clean and organized, and keep your costumes hung up on the rack when you aren't wearing them. If your dressing room trash cans are filled by the end of the night, please remove them from the dressing room and place them out in the hall for our custodial crew to empty.

It is never appropriate to have body talk conversations or comment on anyone's costume or appearance. Keep the dressing rooms a safe place for all.

Do not enter dressing rooms that aren't yours without permission from everyone in the room.

If you have any concerns about dressing rooms, please let El or Anika know.



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## Breaks

We will run breaks off an AEA schedule: 5 minutes after 55 minutes of rehearsal OR 10 minutes after 80 minutes of rehearsal.

During run-throughs, we will take a break at intermissions. If rehearsal lasts over 5 hours, we will have a dinner break.

Please be back and ready to work at the time that is announced at the beginning of break.

## SM Team

During tech and shows, El will be stationed in the theater backstage of our playing space. Anika will be at the tech table in the house. Starting Wednesday, she will move up to the calling location on the balcony.

## Contacting Stage Management

The primary way you should get in touch with our team is through our email:

**choreoshowcaseccm2024@gmail.com**. We ask that you respect our schedules and we will get back as soon as possible. If something is urgent or is regarding attendance, our phone numbers are at the top of this sheet. Finally, you are welcome to stop by the SM office (CC3702) to see if one of the team is there.

## Lost and Found

If you lose something in the room, please check the SM office first then stop by the TAPAA office.

## Holds/Stops/Safety

Your safety is always our number one priority, in and out of the rehearsal hall. If at any time during this process you feel unsafe or uncomfortable with anything please let us know.

If Stage Management calls "Hold," please stop what you are doing and wait for instructions. Please remain quiet and attentive. If anyone feels unsafe at any time, please call hold and everything will come to a stop.

Please listen to Anika for all instructions after a hold is called. This will happen many times during tech, and doesn't necessarily mean that something is going wrong. Anika will do her best to communicate with you why we are holding, and El can also help communicate these things. When we are ready to get started, Anika will instruct you where we are starting from and when we are ready to begin.

If transportation is an issue for you, please talk to stage management and we can help you find a ride or a safe way home. You can also call Night Ride at (513) 556-7433, and they will send someone to walk with you.



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## Emergencies

In case of an emergency, including a severe storm, medical emergency, or lockdown, the stage manager is in charge. If the stage manager is incapable of this then an ASM will do so. Please remember to stay calm, stay quiet, and listen to instructions given by stage management.

## Injuries, Accidents or Illnesses

Please notify stage management immediately if you are ill or injured during rehearsal. We will offer you an incident report, and you have the right to refuse it. We will make three copies for you, stage management, and administration. We have a first aid kit in the room during rehearsal, please let stage management know if you need anything from the first aid kit, do not just take it. We will also have tissues and hand sanitizer in the rehearsal room. Please use those as necessary.

If you are sick please let stage management know and whether you plan on coming to rehearsal or not that day. Do not just show up ill. **Follow UC's policies if you suspect you may have COVID or if you were exposed to it.**

## Questions

If you ever have any questions about the process or production, please ask us. If we don't know, we will try our best to direct you to the appropriate department. We want your experience on this production to be fun and effective. We are here to help this process go as smoothly as possible for everyone involved. We look forward to working with all of you!