**Basic** **Information & Expectations**

**Rehearsal Location**: Toland Theater

**Rehearsals**: October 25 through November 24. Monday through Friday from 6:30-9:30pm

**Tech**: Monday November 29 through Wednesday December 1. Call will be at approximately 6:00 pm

**High School Matinee:** Thursday December 2. Call will be at approximately 8:30 am

**Performances**: December 3-4, 9-11 at 7:30 pm, December 5 and 12 at 2:00 pm

**Important Numbers**:

Laurie Kincman (SM) (608) 785-6690 office, (520) 730-7355 cel (the cel phone is ALWAYS the best way to get me!)

Costume Shop (608) 785-6707

Box Office (608) 785-8522

**Expectations**:

1. Except for previously submitted and approved conflicts, assume you will be called every night for rehearsal. A detailed breakdown will be posted on the callboards on Friday nights for the following week.
2. Arrive at least 10 minutes before the scheduled call.
3. Sign in with the Stage Manager or Assistant Stage Managers upon arrival.
4. Call the Stage Manager if you are going to be late for any reason at all. That means even if you are walking in two minutes late.
5. If you have any new or potential conflicts that were not included on your audition form, please see Laurie ASAP.
6. If you need to do warm ups, please be done before rehearsal starts.
7. There is no eating or drinking in the theatre. (Water is the only exception)
8. It is your responsibility to attend all scheduled costume fitting appointments on time. If you are going to be late or must cancel the appointment, please call the Costume Shop (or Laurie if you are unable to reach Joe).
9. You may not change your appearance without consulting costume/makeup designer Michelle Collyar first!
10. Please be quiet and respectful of others during rehearsal. If you are not in a scene, but are at rehearsal, please keep the noise down. Bring homework or a book to read if you know you will be waiting around. We will try to only call you for the time we need you to rehearse, but we can not make any guarantees.
11. Check email daily. (Talk to the Stage Manager if this is a problem for you)
12. Check the call board on a daily basis. There is a traditional callboard at the end of the theatre office hallway, and an electronic version found online at http://www.uwlax.edu/theatrecallboard
13. Bring a pencil to rehearsal!

If you have any questions or concerns at all, I am always available! ☺

Laurie Kincman

Stage Manager

(520) 730-7355 cel

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