# Dance Works ASM Info Packet

| WELCOME TO Dance Works!! | |
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| Show Summary: Dance Works is comprised of 6 different pieces featuring varying styles of dance and music. | |
| WHO WE ARE | |
| PSM: | Kait Naylor (she/her) - |
| ASM: | Sarah Andreson (she/her)- |
| ASM: | Crystal Espinoza (she/her)- |

| SHOW EMAIL | PASSWORD |
|---|---|
| FallDanceSMTeam@gmail.com | |

| REHEARSALS | | PRODUCTION MEETINGS | |
|---|---|---|---|
| First Rehearsal | Oct. 20 | Concept Meeting | x |
| Load In | Dec. 23 | Design Presentations | Oct. 25, 1 pm |
| Room Runs | Friday, Nov. 8-22 | Tech Schedule | Nov. 7, 1 pm |
| Tech | Dec. 1-4 | Pre-Load In | Nov. 19, 1 pm |
| Performances | Dec. 5-8 | Post Mortem | Jan. 14, 5 pm |
| Strike | Dec. 8th (post-closing) | Other: Update | Nov. 22, 12:20 pm |

| PAPERWORK/RESPONSIBILITIES | |
|---|---|
| Scenic ASM | Costumes ASM |
| ASM tracking | ASM tracking |
| weapons & consumables sheet | costume fitting |
| crew info packet | costume scene breakdown |
| run paperwork | costume preset |
| props preset | first entrances |
| props table/cabinet | rehearsal costumes |
| WWW | |
| rehearsal props | *These documents may look different than usual, please adapt, and if a document doesn't work for your needs, change it! |
| spike chart | |
| props tracking | |

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| EXPECTATIONS |
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| KNOW YOUR SHOW |
| Dance is funky, please familiarize yourself with the music and review rehearsal videos when we have them. |
| ATTENDANCE |
| To begin we must all be here, so being punctual is expected. If something comes up and you will be late/absent please communicate! Call or text! Things happen we just need to know so we can plan accordingly. |
| CONFIDENTIALITY |
| With a cross-departmental show, we cannot be sure what is and is not public knowledge. To avoid unwanted conflict, please be aware of what you are posting and talking about from the rehearsal process, especially regarding personal details about artists. |
| LISTENING EARS |
| Being in every rehearsal we are the eyes and ears! Listen to what is said, everything is important! If you hear anything important let us know. |
| #TEAMWORK |
| We are a team! You are a valid member so while I hope everyone goes in and has the least stressful experience, if something arises please communicate! We are here to support each other, so best vibes! |
| SELF CARE |
| Shows are long and can be stressful, so it is SO IMPORTANT to take care of yourself. Self-care is not just skincare. Get sleep, eat your veggies and just meals in general, and spend time with loved ones. |
| DRESS CODE |
| Don't worry, this isn't a super strict section. Just a reminder that we move around a lot so wear comfortable clothes! It would be preferable that you do not show up in pajama pants just as a sign of respect, but that it is up to your discretion. |
| FACILITIES |
| Please keep facilities clean and put them back as we found them. Props and costumes should be stored in the costume shop and prop cabinet or in other pre-determined places as different departments use the rooms throughout the day. If something in the room is broken contact: Ray Dobson (513)556.9460, Jessica Lucas: Lucas2j2@ucmail.uc.edu |

| PRE-PRODUCTION |
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| CALL BOARD |
| A super fun board featuring our announcements. This will just be for tech backstage. |
| PAPERWORK |
| Not all paperwork can be completed during pre-pro, but t's important to get the ball rolling so you do not get behind later. If someone has to fill in for you they should be able to understand your documents (bus proof). Please put all paperwork into SharePoint, even drafts. |

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| THE END :( |
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| POST MORTEM |
| Once we close we still have one final meeting. We will have a post with Michele where we talk about the show, the ups and downs, and what everyone gained/wished they gained from the experience. This is also a place to get advice, but PLEASE do not wait to voice any issues that you are having until this meeting. |

| DANCE SPECIFIC |
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| Dance is weird. Some things are different so approach with an open mind, the main thing is that we are not there until we move to space. I will be attending some rehearsals and room runs, I encourage you to do the same. This being said I trust you to meet with the different departments when you can to get/give important information and be ready when we do get to space. Please begin getting in touch this week to figure out different rehearsal props/costumes that will be needed. |