Dance Works ASM Info Packet

WELCOME TO Dance Works!!	
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) - (513)630-6896
ASM:	Sarah Andreson (she/her)-(202)679-2125
ASM:	Crystal Espinoza (she/her)- (714)356-5035

SHOW EMAIL	PASSWORD
FallDanceSMTeam@gmail.com	D@NCEDanCE!!

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
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
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 :(
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
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.