Dance Works Move to Stage

Stage Management Contact Information

PSM	Kait Naylor (she/her)	(513).630.6896
ASM	Crystal Espinoza (she/her)	(714).356.5035
ASM	Sarah Anderson (she/her)	(202).679.2125
Email	falldancesmteam2024@gmail.com	

Schedule (subject to change)
***refer to tech schedule & daily calls for timings**

Sunday, December 1st	Last day in the rehearsal room
Monday, December 2nd	Begin spacing and cueing rehearsals in space. Choreographers will work to space onstage while lighting works on looks for the piece. We will do all spacing on this day
Tuesday, December 3rd	We will have onstage dance time in the afternoon and begin tech that night with a full-dress
Wednesday, December 4th	This day looks very similar to Tuesday with a potential invited dress performance during tech which is a full run with a limited audience.
Thursday, December 5th	This is opening night!
Friday, December 6th	Performance #2
Saturday, December 7th	Performance #3
Sunday, December 8th	Performance #4 (matinee)

Backstage Etiquette

- No food or beverages (besides water in a sealable container) are allowed backstage or in the dressing rooms
- Please do not post any materials related to the show until opening (costumes, lighting, makeup, scenery), when posted please credit the design team
    - Choreographers:Matthew Farmer, Joshua Stayon, Thomas Bell, Thomas Bell, Deirdre Carberry, Isabele Elefson, Shauna Steele, Trivia Sundbeck
    - Lighting Designer: Ben Niemczyk

Dance Works Move to Stage

Backstage Etiquette Continued

- Associate Lighting Designer: Nate Hedges
- Assistant Lighting Designer: Ashton Karp
- Sound Designer: Macay Smith
- Assistant Sound Designer: Emma Miller
- Technical Director: Stirling Shelton
- Costuming: Cassidy Kempthorne

- Please be alert and look out for the ASMs (Crystal & Sarah) to retrieve you before your pieces
- Guests are not permitted backstage or in dressing rooms, please meet guests in the lobby following performances
- Do not crowd backstage. If you are not about to go on stay clear of any quick changes or work that needs to be done backstage
- Please be quiet backstage, if you are disruptive and ASM will escort you to the hallway

Information Distobution

- Once tech begins a Daily Call will be posted on Canvas. This will be the most updated version of the schedule and will dictate your arrivals
- If you have any questions please reach out via email
- Please let us know if you are running late!

Tech Rehearsal Information

- We will have the crew in the space. Sound and Lighting will be in the audience, many holds will be for them to adjust based on their needs. We will also have scenic and lighting crew working backstage
- If we need to stop I will announce “Hold Please”. When you hear this please stop what you are doing and await further instruction from stage management. Please remain quiet during holds so the production team can quickly adjust.
- If you have any questions backstage please seek out the ASMs (Crystal & Sarah)

Breaks

- We will be taking 5-minute breaks after 55 minutes of rehearsal or a 10-minute break after 80 minutes of rehearsal. We will take 15-minute intermissions when we reach that point

Dance Works Move to Stage

Callboards

- The main call board will be located in the dance wing by the studios. On this board will be the daily call, tech schedule, and any other important announcements. Another call board will be located by the dressing rooms backstage left of PCT.

Safety

- Safety is always the top priority. To ensure safety please always be aware of the following:
    - Be aware of your surroundings at all times backstage. There are many different moving parts.
    - If injured, please inform Stage Management immediately. First aid kits will be located backstage and Stage Management will take appropriate actions to ensure your safety.
    - In the event of an emergency, we will be resorting to UC Campus policy, please review here:
        - https://www.uc.edu/about/publicsafety/services.html
    - If evacuation is necessary, please use your closet exit. We will meet at the Scenic Shop Loading Dock, across from the CCM library.
    - For non-emergencies, please contact the on-campus public safety at 513-556-1111

Emergencies During Performances

- If for any reason a stop must occur during a show, a hold will be called over the paging system. If there is are safety issues you may be asked to leave the stage, We will make every attempt to resume as quickly and safely as possible.

Final Things

- Stage Management is here for you, if you need us let us know. We are here to help you transition from rehearsals to performances.
- Please reference your daily calls as this will have your most accurate arrival times, these will be posted in Canvas and onto the call boards

Dance Works Move to Stage

Helpful Terms/ Vocab

- **Offstage**- closer to the sides of the stage
- **Onstage** -closer to center stage
- **House**- where the audience sits
- **Deck**- the stage & backstage
- **Upstage**- location onstage close to the back wall
- **Downstage**- location onstage close to the audience
- **Vom**- ramp leading to the stage
- **Cyc**- large screen hanging on the rail at the back of the stage
- **Crossover**- area backstage where people can cross from one side to another during performances
- **Boom**- tower of lights in the wings
- **Legs**- hanging curtains between stage & backstage
- **Wings**- entrances from backstage to stage (area in between legs)
- **Spike**- mark onstage to dictate where something goes
- **Standby**- wait
- **Sightlines**- what the audience can see backstage from the house
- **Hold**- stop what you are doing
- **Set**- setting a prop in its specified location
- **Strike**- remove a prop from the stage
- **Cue lights**- a system of cueing. Lights on means standby, lights out mean “go”