Crew Information Packet

Content Warning

Please be aware that the following show contains themes of misogyny, violence against women, childbirth, child loss, and potentially other activating scenes. Before and after runs, we will do a brief check-in to ensure everyone is in an okay place mentally and physically. If you need anything or become uncomfortable please communicate with me and I will do my best to assist you. The stage management team is here for you.

CAPS:
M-F (8:30a-5p): (513).556.0648
After hours: (513).556.0648
Address: Main Office: 225 Calhoun Street Suite 200
CCM embedded counselor: Dalziel Reliford-Stone

Welcome to Emilia!

Show Summary: This show follows the life of Emilia Lanier (nee Bassano). Emilia grows up in the courts where she does not desire to marry, but through an affair with Lord Carrey gains connections to money and education, and eventually falls pregnant. She hastily marries Alphonso to cover this and shortly after meets William Shakespeare. They begin an affair and exchange poetry, Shakespeare can publish his works, but Emilia is not. After Emilia falls pregnant again and loses the child, she and Shakespeare end their relationship. Emilia finds out that Shakespeare has not only become successful but has published her work without credit and confronts him publicly, ending Act 1. Act 2 begins with Emilia almost drowning but being saved by a few washerwomen, she is motivated to teach them and begins lessons. She also begins to tutor Lady Anne, daughter of Margaret Clifford. She begins to write feminist pamphlets with Lady Clifford's funding and remains passionate despite unfortunate encounters with men. Before publishing her final work she includes a work from Eve, who is then burned at the stake. The play ends with Emila speaking to the audience.

Stage Management Team

PSM:	Maggie Harris (they/she) : (479).406.6219
ASM:	**Kait Naylor (she/her) : (513).630.6896**
ASM:	Patrick Johnson (he/him) : (330).605.6405
PA:	Lilly West (she/her) : (847).977.3647
Email:	emiliaccm25@gmail.com

Expectations

Backstage Responsibilities

During the run of the show, you will be given run paperwork with your responsibilities. Please highlight your responsibilities and place your name at the top of your paperwork, At the end of the night you will return your paperwork to stage management so it can be updated. Every day you will be given updated paperwork. If a prop breaks/is broken, or anything out of the ordinary occurs, PLEASE let Stage Management know! Accidents happen but we need to know so we can remedy them.

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Expectations

Know Your Show

Read it or watch it. Please familiarize yourself with the show, If we all start on the same page, everything will move as smoothly as possible.

Attendance

We will meet daily in the scene shop before rehearsal so we can set up the space and go over expectations for the day. To begin we must all be here, so being punctual is expected. If something comes up and you will be late/absent please communicate! Things happen we just need to know so we can plan accordingly. Do not leave without being dismissed, especially without telling anyone.

Backstage Etiquette

Please arrive on time and ready to work. During the show please pay attention and anticipate your next cue. We will allow phones/homework backstage, and keep all devices on silent. Stage management retains the right to confiscate devices if they become distracting.

Food & Drink

You are expected to eat before the call. No food or drink is allowed backstage except for a plastic water bottle that does not make noise if it falls over.

#Teamwork

We are a team! You are a valid member of this team and we appreciate you. While we aim for the most positive and unstressful 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 It is SO IMPORTANT to take care of yourself. Self-care is not just skin care, Get sleep, eat your veggies and meals, and spend time with loved ones. Again, if you need any support please reach out.

Dress Code

Please wear work clothing and closed-toe shoes. Starting Monday, 2/10, we will be wearing run blacks. Run blacks consist of black shoes, black or non-visible socks, long black pants/skirts, a long-sleeved black shirt

Sign IN

There is a QR Code outside the shop. Please sign in every day for yourself, and no one else.

Emergency Procedures & Safety

If you feel unsafe at any time please let Stage Management know and we will work to fix the issue. If we need to evacuate the building, use the closest safe exit, Our meeting location will be outside the CCM loading dock. If you cannot make it to that location, contact Stage Management and inform us where you are so that we know you are okay. Please take the time to locate all fire extinguishers backstage as well
UC Police non-emergency number: (513).556.1111

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Helpful Vocab

GO- signal for a crew member to execute a cue

HOLD- signal for a crew member to pause as the production is stopping, do not move forward

STANDBY- signal for a crew member that a cue is about to be called, the person should prepare for the cue

FLY RAIL- area where the ropes are located which fly in the scenery

DECK- the stage

CUE- point where something changes/happens

HANDOFF- giving a prop to a performer

PRESET- setting a prop/scenic piece in advance

CATCH- receiving a prop from a performer

TRACK- following where a prop is moving sides of stage/where it is onstage

SET- placing a prop in a specific location

STRIKE- removing a prop from a location

SPIKE- a mark depicting where a prop/scenic piece should be placed (most often tape)

CUE LIGHT- a light that indicates cues, the rule of thumb is when the light turns on it indicates "standby" and when it turns off it indicates "go", this rule is subject to vary

SIGHT LINE- location which is visible from the house

LEGS- curtains located on the sides of the stage

PORTAL- the area between two legs

PAGE- hold back a curtain to allow someone/something to enter/exit backstage without obstruction

THANK YOU!

Thank you for being here! I sincerely appreciate all of the time and passion you give to this project. Even jobs like sweeping and mopping the stage are incredibly important for a good show, and y'all are amazing for executing them. So, thank you!