



ASM Information Packet

ASM Info Packet
8/27/24
ENM V.FINAL

Stage Management Team

Production Stage Manager: Emily Mallendick..... (419)-799-1054
Assistant Stage Manager (Costumes/WHAM): Annalee Crosser.....
Assistant Stage Manager (Scenic/Props): Halena Edwards.....
Production Assistant: Matilda Dalton.....

What Is Our Email Information?

Show Email: LaFintaccm2024@gmail.com
Password: l<3uNOT!

What Are Some Important Dates?

SM Update: TBA
First Rehearsal: Sunday, September 15th, 2024 at 12-4p & 6-10p
Sitzprobe #1: Wednesday, October 23rd, 2024 at 4:10p
Sitzprobe #2: Friday, October 25th, 2024 at 4:10p
Move to Stage: Friday, October 25th, 2024
Tech: Saturday, October 26th, 2024 -Wednesday October 30th, 2024
Dress: Sunday, October 27th- Wednesday October 30th, 2024
Performances: Thursday, October 31st -Saturday, November 2nd at 8pm
Strike: Sunday November 3rd, 2024

When Are Our Production Meetings?

Design Presentations: Tuesday, September 10, 2024 - 1:30-1:50p
Tech Schedule: Tuesday, October 1, 2024 - 1:00-1:50p
Pre-Load In: Tuesday, October 15, 2024 - 1:00-1:50p
Post Mortem: Tuesday, November 12, 2024 - 1:00-1:50p

Where will our Time be Spent?

- Rehearsals will take place in CC3650
- Performances with take place in Patricia Corbett Theatre (PCT)
- Rehearsals
 - Monday, Tuesday, Wednesday, and Friday will be from 6p-10p
 - Thursday will be 4p-6p

What are the Expectations?

As the Stage Management Team our goal is to create a safe and learnable environment for us all to work in. The skills you will get to practice here will help you grow as an SM. I expect you to be paying attention during rehearsals & meetings, know the names of those working on our show, and know the show itself. These things go hand-in-hand and will help us all in the long run. Please communicate effectively over the course of this production, and if you have a question please ask! You are my eyes and ears!

What Should You Wear?

I am a big fan of people dressing in whatever way they feel best expresses themselves. This being



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said we will be in a fast paced rehearsal setting, and functionality and individual comfort should both be taken into account. With this in mind, I recommend wearing closed-toe shoes. Please dress appropriately and be able to efficiently complete whatever jobs come your way. I strongly feel that the way one dresses and presents themselves affects not only how they act, but also the quality of work completed. What vibe do you want to put into the rehearsal room? If you have any questions please talk to me!

What Should I Know About Safety?

Maintaining safety is one of my top priorities not only as a stage manager, but as an SM team. We will have a stocked first aid kit at the SM table in the rehearsal room. If an individual becomes injured during their call we will offer them an Incident Report to fill out. In instances of an emergency that requires an evacuation, please keep level headed and communicate efficiently. The cast is looking to the team for guidance and their reactions will stem from ours. Much like physical health, mental health is insanely important. If you need a mental health day please communicate with me so we can work it out! If you feel sick, please stay home. Your body needs to heal and we don't want illnesses spreading.

What is our Attendance Protocol?

I would like you to be in attendance as close to 100% as possible, as the best way to learn is to be present in our show. This being said I completely understand that life happens, and your mental and physical well being should take precedent. Please communicate with me if you need to miss a rehearsal (see Safety), and stay in the habit of having up to date and easily understandable paperwork in the instance that another SM is running from it. Please listen to your body, eat, and drink water!

What is Email/ SM Office Etiquette?

Please keep in mind that our office is a shared space with multiple shows working out of it at once. Please keep the space tidy and be mindful of any audio you are playing in the room. (Wear earbuds if many people are working or a conversation is happening.) Please re-mark any email you read as unread if it was not sent to you. In place of deleting accomplished emails, please label them and archive them to their correct folder. Ipads and keys can be signed out from a GA, please remember to lock the office door behind you.

How Do I Print?

Small printing jobs can be sent to the SM office printer or Dance Wing printer. Medium sized jobs can be sent to the 2000 level printer. Any large printing jobs must be sent to the mailroom for completion- form can be found on our Drive. This includes all run paperwork. If you need to print any score material or copyrighted media you will need to have a timestamped docu-sign from the department head for the mailroom to process the request.

How Do I Copy/Scan?

Ask for Help!

Director: B. Robertson
Maestro: GT. Wedow
PSM: E. Mallendick

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What should I Anticipate for Pre-Production?

Pre-Pro is our time to get to know each other as a team and begin learning about our show. I am not going to tell you how exactly to manage your materials, though do expect you to have some system that works for you. I have a lot of helpful tips if you need them though, so don't hesitate to ask! If you need any templates to reference while making your paperwork please ask me! I can upload them to the Drive.

- Get Keys
- Create callboard/ white board
- Inventory first aid kit
- Get ground plan, pull points and tape floor
- Set up the Google Drive
- Rehearsal Binder/ Ipad File
- Tab score
- Create templates for the following paperwork
 - Daily Call
 - Rehearsal Report
 - WWW
 - Deck Tracking Paperwork
 - What's In My Closet?
 - Actor/ Scene Breakdown
 - Contact Sheets

What Should I do during Rehearsals?

Plan on meeting in the SM office 45 min prior to rehearsal starting. We will meet up as a team, update each other on any new information in our areas, and travel to the rehearsal room. We will set up the rehearsal room prior to the cast arriving, including all rehearsal props and any rehearsal costume elements needed. Our goal is to have the room completely set up before the first performer arrives. If you know you will be late, please communicate that to me as soon as you are aware. You should be attentive throughout the entire rehearsal time and tracking what you need too, as well as any other work needing to be done at that time. We will be following the AGMA break protocol. At the end of rehearsal we will strike the room and check in with the director. Following this we will return to the SM office to formulate and send off the next call and rehearsal report.

How Often Should I Check in With my Departments?

At your first meeting with your departments please remember to ask them their preference on meetings. (how often, what day(s), preferred time, etc) I would like you to meet with your departments in person at least once a week, though figure out what works for both schedules and the show's needs. Make sure to learn when they are in the building, and their preferred mode of contact. Please keep in mind that your schedule is involved too! You do not have to schedule meetings at 7am if you need that time for you.

How Should I Do My Paperwork?

Please use whatever software is best for you (Google Suite, Microsoft Suite, or other)! All I ask is that all updated paperwork is up to date in our Drive, updated in Sharepoint at the end of each week (or sooner if a major change occurs), and that you use our show font, headers & footers. This way our

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paperwork looks uniform. If you have questions please ask! I have templates if you would like a reference! [Please make sure all paperwork is legible for any last minute subs!](#)

How Should I Prepare for Move To Stage & Tech?

Please listen to your body! Eat, drink water, and sleep! Time management skills are great to keep you on top of things during these times, so learn what works for you. Please talk to your team and designers on what time you need information in order to best without burning yourself out. Now is the time where you will not only see your department come together, but the entire show. Please keep open communication and be visible on stage anytime I call hold. Let me know if there is something going on backstage that I should be aware of, and keep me updated. You are my eyes and ears more than ever during this time! Let's help each other!

What Should I Do During Performances?

Please stay on top of your side of the stage during performances. Know what is happening, and what is next. Communicate with me over headset if there is something that is important for me to know, but all other conversations should be over ISO. As this is an opera you will be cueing on our performers. Communication will lead our show to smoother waters. Please be attentive to our crews and cast.

What Does Post Show/ Strike Look Like?

Once the show closes all finalized paperwork should be titled v.FINAL and uploaded to our Drive. We will take down our callboards and pull up any and all spike. As a team we will freshen up the office and clean out the fridge.

What Should I Know about Social Media?

Please give credit to those involved anytime you post anything show related. Ask yourself "If I created and was proud of this and saw it on social media, would I want credit?"

Is Confidentiality Really that Important?

Yes!!! The Stage Management team is aware of a lot of confidential information often. Please *do not* share or disperse *any* confidential information that our team is made aware of!

What Do I Do if I Still Have Questions?

Talk to me! I am really looking forward to working with you, and want to help create a mutually beneficial and safe team. I love open communication, and don't know how best to support you without your help. Please help me, help you! I am looking forward to doing this show with you!

I am so looking forward to working together!!

-Emily Mallendick

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