



Welcome to Clue!

SM Team Contact info:

Email: Clueccm2024@gmail.com
PSM: Sage Shepard 617-697-3770
ASM: Ella Gover
ASM: Lily Landloch
PA: Katie Mogren

Important Contact info

Costume Shop: (513)-556-9410
Scene Shop: (513)-556-3709

Rehearsal Info:

Location: CC3705
Dates and Time: M-F, January 8-22, 6:00-10:00 pm

Safety:

Safety comes in many forms, and it is important to maintain throughout our production. We will always have a first aid kit in the front of the room. Please let me know if any injuries occur- we will want to treat everything properly. Additionally, we may ask you to fill out an accident report.

If you notice anything that inhibits your safety or anyone else, please bring it to my attention to have a safe working environment.

If the Fire Alarm goes off, go to the nearest exit and we will meet in CCM courtyard.

Attendance:

Stage Management will be taking attendance at the top of every rehearsal. Please make sure you are ready to work at your call time. You will be marked as tardy if you arrive after your assigned call time. If you know you are running late, please let Stage Management know.

Rehearsal Attire:

Wear clothing and shoes that are comfortable and that you can easily move around in. We will not have rehearsal clothing from the costume shop. Cast is encouraged to wear a character heel or dress shoe, depending on the character. If you are unsure what you will wear, you can check with the ASMs or our Designer.

Rehearsal Etiquette:

Arrive on time, ready to work with all the materials you need to be successful. Please keep all personal belongings together in the designated areas. Please keep all cell phones silent and keep electronic usage to a minimum. When waiting to rehearse, please respect colleagues and keep your voices low. Please leave all food and drinks outside of the rehearsal hall. You may have a water bottle.

Breaks:

Breaks will proceed as follows: 5 minutes after 55 minutes of rehearsal or 10 minutes after 80 minutes of rehearsal. During run-throughs, we will take a break at the end of the run.



Communication with SM Team:

The SM team primarily communicates with you via email (clueccm2024@gmail.com). We will be sending emails to your UC email address. Please check your email daily. If you have not been receiving emails from us, please let us know so that we can troubleshoot. We ask that you only use the show email for all show-related correspondence. If you need to contact the SM team quickly, contact us via cell phone. Additionally, the SM team will be in the rehearsal hall before and after rehearsal if you need to speak in person.

Rehearsal Guests:

Rehearsals will be closed to the public. There will occasionally be guests in the rehearsal room (most likely a friend of the directors), and we will try to notify you of any guests that will be in attendance. If you feel it is necessary to bring a guest into rehearsal, please ask Stage Management.

Costumes, Wig, and Makeup Fittings

Stage Management will be scheduling fittings periodically throughout the production. Please ensure you arrive on time for all fittings; do not miss your fittings. The shops schedule their work time around fittings. If you will be late for your fitting, call the shop ASAP. If you are going to miss a fitting, you MUST call the shop to let them know, as well as contact stage management.

When arriving at your fittings, please make sure that you wear all appropriate undergarments and deodorant. The people doing your fittings might be quite close to you, so it is important to keep good hygiene. Things to remember are perfume smells, cigarettes, and other things that may cause odors.

Questions?

If you have any questions, do not hesitate to contact Stage Management. We are here to ensure a smooth rehearsal process and show. If you have any concerns, please let us know!