Read Through Information for Cast Crew

1. We’re here for fun!
2. Everyone introduces yourself and your role.
3. What is a Stage Manager and an Assistant Stage Manager.
	1. Communication
	2. Organization of rehearsal and the space, keeping track of what is done and changed during rehearsal
	3. Conflict management
	4. Health & Safety
	5. Finally, we ‘call’ the show; once the show has started we keep the show as accurate as possible by making sure everyone is ready for their cues and we handle all the things that unexpectedly happen.
4. Communication is always sent with good intention, if you have questions, please speak directly to me. Check your email. This is how we will regularly communicate with you.
5. Should you have issues with fellow cast/crew members, speak directly to me. Should you have issues with the Director, speak to the Producer. If you have issues with me, speak to the Producer. If you have issues with the Producer, speak to the Director. Give everyone the benefit of the doubt. Please do not start drama, there will be enough of that on-stage. RESPECT people’s differences & choices.
6. Rehearsals begin promptly at \_\_\_\_pm. Do not be late and be ready to start working. If you are late/absent, notify me via text or a call, as early as possible. Attendance at rehearsals is important and repeated absences will make it hard on everyone. Additionally show dates are important, you must be available for EVERY SHOW and in addition our Sneeze/Snow dates of [state make -up dates]. DO NOT BOOK ANYTHING FOR THESE DATES as they could become show times.
7. We will take a 10 minute break during rehearsals (timing as decided by the production team).
8. We share rehearsal space with other groups so please respect their rehearsal time. Specifically, RYC have the theatre space until 6:00pm, so if you do arrive early, please stay out of their way, and keep noise to a minimum. They will do the same for us.
9. Health and Safety:
	1. I will always have a First Aid Kit
	2. If you are unwell, don’t come to rehearsal when you are still contagious (but let me know). There will be masks, hand sanitizer and cleaning supplies available for when you are able to attend but still might have symptoms.
	3. If you have never been to any of our rehearsal spaces, please ask me for a tour.
	4. Safety is ALL our responsibility! If there is an accident or injury, let me know so that I can follow the proper procedures.
10. I will be sending out an online survey for you to fill out. Please complete this survey by [state deadline].
11. ASMs may also communicate with you during daytime as I work full time and am not always available. We would contact you during the daytime should there be weather event or last minute changes (such as a change in venue or scene).