



# *Romeo and Juliet*

Haus of Hazard Productions  
Welcome Packet

## **Stage Management Team**

Stage Manager : Clara King  
(971) 645-1684  
ckingprof@gmail.com

Asst. Stage Manager: Ally Kineman  
(206) 354-6385  
ackineman@yahoo.com

## **Information and Notices**

The SM team will use several devices to distribute information to you  
(Including call times, fittings, schedule changes, deadlines, etc....)

1. Phone
2. Google Drive
3. Facebook Messenger
4. Email – **CHECK YOUR EMAIL DAILY.**

The Stage Management team is here to assist you. Please talk with us if there is anything that we can assist you with. It is our goal to make this process as smooth and fun as possible. Feel free to call or email us with anything be it large or small.

## **Rehearsals**

Our *normal* rehearsal times will be:

**Tuesday/Thursday 6:00-9:00pm**

\*\*Please consult the attached calendar for specific rehearsal times\*\*

***If you are going to be late you must call/text your stage manager***



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**Rehearsal Conflict Schedule:**

Based on audition forms, the following conflicts per our rehearsal schedule are noted below:

1. Jen Harbick – unavailable 5/28

*\*\*\*\* If your conflict is not listed above, you may not be excused from rehearsals \*\*\*\**

**Tech Dates:**

July 19-22, 2020 6:00-10:00pm

**TECH SCHEDULE**

<b>Tech Rehearsal</b> (Cue-to-Cue)	July 19, 2020 (7/19)	6:00-10:00pm	Laurel Park
<b>Partial Dress Run</b> (No Makeup)	July 20, 2020 (7/20)	6:00-10:00pm 7:30pm GO	Laurel Park
<b>Full Dress Run</b> (Yes Makeup)	July 21, 2020 (7/21)	6:00-10:00pm 7:30pm GO	Laurel Park
<b>Final Dress Run</b>	July 22, 2020 (7/22)	6:00-10:00pm 7:30pm GO	Laurel Park

\*\*please arrive early and be prepared to work\*\*

**Performances Dates:**

July 23-25, 2020 7:30pm CURTAIN

6:00pm CALL



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**Rehearsal Etiquette**

**Rehearsals are generally closed.**

**VISITORS:**

1. All visitors must obtain prior approval from the director.

**TECHNOLOGY:**

1. Please turn off all cell phones and electronics devices.
2. We advise, but do not require, you to take notes via hand as opposed to electronic device

**FOOD & DRINK:**

1. With the exception of water, no food is allowed on stage

**GENERAL:**

1. Please remember to clean up after yourself, including the backstage area
2. No personal items should be left at the park following rehearsals
3. If you don't need it, don't bring it.

**ABSENCES, ILLNESS, & EMERGENCY:**

1. There should not be any absences during the rehearsal process. If something comes up, let stage management know as far in advance as possible.
2. If you are going to, or think you might miss a rehearsal due to illness, please let stage management know.
3. In the case of emergency please stay calm. Please listen and refer to directions given by stage management.
4. Your safety is our number one priority so please let us know if at any time, you feel unsafe or you have any accidents or injuries
5. If during rehearsal, you get hurt or injured in any way let stage management know, even if it is minor. (First aid kits are available in rehearsal space)



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#### **Costumes:**

#### **Costume Fittings:**

Costume fittings, if needed, will be scheduled by stage management in collaboration with our Costume Designer, Jasmine Francis

1. Please wear appropriate undergarments for all fittings
2. Please do not wear heavy perfumes or cologne.

#### **Makeup and Hair**

Makeup & Hair will be designed and noted by our costumer, Jasmine Francis, and our Director, Jay Chavez. If you have any questions about this please refer to stage management and they will connect you with an answer as soon as possible.

1. Please do NOT cut or dye your hair without explicit permission from the Costume Designer.
2. If you have facial hair, please do not make radical changes (i.e. shaving your face clean) without explicit permission from the Costume Designer

#### **Rehearsal Clothing**

1. Actors are expected to come to rehearsal in clothing that allows free movement of the body.
2. Specialized rehearsal clothing pieces (e.g. petticoats, corsets, cloaks, or other historic costume pieces), will be provided by the Costume Designer.

#### **Production Responsibilities**

#### **No eating or drinking in costume**

(with the exception of water and blood sugar-related emergencies, permission by SM required)

#### **Appropriately care for and respect your costume pieces.**

1. If you notice a tear, rip, loose button or other defect, please notify your SM immediately

# May 2020

April '20							June '20							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4			1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30			28	29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 First Read 6-9pm ONLINE - ZOOM	27	28 Read Through 6-9pm ONLINE - ZOOM	29	30
31	1	Notes				

# June 2020

May '20							July '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 Table Work (Acts 1 & 2) 6-9pm ONLINE - ZOOM	3	4 Table Work (Acts 3 & 4) 6-9pm ONLINE - ZOOM	5	6
7	8	9 Table Work (Act 5) 6-9pm ONLINE - ZOOM	10	11 Character Exploration Day 6-9pm ONLINE - ZOOM	12	13
14	15	16 Table Work - Part 1 (Acts 1-3.1) 6-9pm ONLINE - ZOOM	17	18 Table Work - Part 1 (Acts 3.2-5) 6-9pm ONLINE - ZOOM	19	20
21	22 Evaluate Performance Possibilities	23 Run Show 6-9pm TBD	24 Block 6-9pm Laurel Park	25 Block 6-9pm Laurel Park	26	27
28 Review & Block 6-9pm Laurel Park	29 Block 6-9pm Laurel Park	30 Block 6-9pm Laurel Park	Notes			

# July 2020

June '20							August '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Review & Block	2 Block	3	4
5 Fight Choreo 6-9pm Laurel Park	6 Fight Choreo 6-9pm Laurel Park	7 Work Moments 6-9pm Laurel Park	8 Work Moments 6-9pm Laurel Park	9 Work Moments 6-9pm Laurel Park	10	11
12 Work Moments 6-9pm Laurel Park	13 Work Moments 6-9pm Laurel Park	14 Work Moments 6-9pm Laurel Park	15 Work Moments 6-9pm Laurel Park	16 Run Show 6-10pm Laurel Park	17	18
19 Tech Rehearsal 6-10pm Laurel Park	20 Partial Dress Run 6-10pm Laurel Park	21 Full Dress Run 6-10pm Laurel Park	22 Final Dress Run 6-10pm Call @ 6pm Laurel Park	23 Opening Performance Curtain @ 7:30pm Call @ 6pm Laurel Park	24 Evening Performance Curtain @ 7:30pm Call @ 6pm Laurel Park	25 Closing Performance Curtain @ 7:30pm Call @ 6pm Laurel Park
26	27	28	29	30	31	1
2	3	Notes				