

What to Expect as a Rehearsal SM

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Many of these procedures are **subject to change as we make decisions about how rehearsals will be run and divided up. Please remain flexible as we work out all of the details, but know that you will likely be leading your own rehearsals each night!

COVID-19 Protocols:

- ❖ I have not yet been informed of the COVID-19 safety protocols for the fall semester. I will update this doc and let both of you know as soon as I know!
- ❖ For reference, these were the protocols for *Bright Star*:
 - All actors, directors, and crew **must wear face masks at ALL TIMES**, unless they are taking a sip of water. (Students may also take a quick mask break by stepping out of the room alone.)
 - Everyone must maintain **six feet** of distance when stationary, and **twelve feet** when actively moving around. Directors will remain **eight feet** away from students.
 - I will be taking the **actors' and directors' temperatures** as they enter the rehearsal space at the beginning of each rehearsal, but I may delegate this responsibility to one of you. **Anyone with a temperature over 100.4 degrees Fahrenheit will be asked to leave.**
 - If you **notice someone breaking protocol** (touching their mask excessively, removing their mask, getting too close to others) then **please politely ask them to stop** (remember, they might not realize they are doing it, so there's no need to be rude or aggressive). If you feel uncomfortable doing so, let me know what's happening and I will address it.
 - We may have rehearsals outside on a particular day, or the rehearsal schedule may change at the last minute. **Please remain flexible and check your emails/texts often!**

General:

- ❖ Please **check your emails/texts often!** This will become especially important as we approach the beginning of the fall semester, but for now I recommend checking your emails daily.
- ❖ As Rehearsal SMs, you will be working independently and running your own rehearsals each night. I will always try to be available to answer any questions you have, but **prepare yourself now to be a leader, communicate, and multitask!**
- ❖ Regarding documents: In general, expect that **before any emails, reports, or other documents are sent out to the cast and/or crew, they will go through me.** This is by no means due to a lack of trust or belief that either of you aren't capable - I know both of you are! But I believe it's best practice for the SM/PSM to know everything that's going on within a production, so I ask that anything you plan on sending out is sent to me first.
 - Relatedly, I ask that **any official documents (rehearsal reports, meeting notes, etc.) use the templates I've created** - we want everything to look organized and uniform to avoid any confusion or miscommunications, so, while you're welcome to create your own templates and

documents for personal/portfolio use, all official show documents should use the templates I've put together.

❖ Support:

- It's our job as the SM team to **support everyone** as we move through the process. Sometimes actors get drained during performances or rehearsals, or technicians won't want to be there - we need to do our best to keep everyone happy and keep things moving!
- Please try to maintain a **positive attitude** while in the rehearsal/performance space! You're allowed to have bad days, but please avoid resorting to insults or other negative comments. If you're really struggling with something, let me know and I'll do my best to help you out.
- ****This show in particular deals with some heavy themes and intimacy**, so we are going to be a major resource in terms of ensuring that the actors are comfortable. We'll discuss this more in-depth with the directors and actors as we move through the process, but we want to keep an eye out for our actors and make sure intimacy is being handled **appropriately and respectfully** at all times.

Production Meetings:

- ❖ The SM team will arrive **15 minutes** prior to the start of all production meetings.
- ❖ As PSM, I'll be running these meetings and keeping notes.
- ❖ Feel free to take your own notes and add to mine during these meetings!

Rehearsals:

- ❖ Showing up early/leaving last:
 - The SM team will arrive **at least 30 minutes** before the cast does.
 - ****This may be adjusted due to COVID-19 restrictions.**
 - We are always the **last to leave** the space.
 - Typically, we want to make sure the rehearsal report and other communications are **sent before we go home**, but this will depend on how long we can stay in the space.
- ❖ Setting up the space:
 - As the SM team, it is our responsibility to **ensure that the rehearsal space is ready** for the actors and director.
 - This could look like: sweeping the rehearsal space, making sure we have enough chairs, checking on tech/devices, unlocking rooms, etc.
- ❖ Anticipating needs:
 - If you see/foresee a **potential problem**, please let me know!
 - If you see/foresee a **potential solution**, please let me know!
- ❖ Taking notes:
 - Make sure you're **taking notes** during all meetings! I will also be taking notes, so feel free to add to mine and keep an eye/ear out for anything I'm missing. However, I would suggest saving any additional documents you create on your computer or in a personal drive folder, rather than in

the show folder to avoid any confusion. (You will each have the opportunity to create an official rehearsal report, though!)

- I highly recommend keeping an **SM journal** (physical or virtual) and recording your experiences so that you can look back on it in the future! If you want, you can take notes on your own responsibilities, my responsibilities, how rehearsals are run, what you expected/didn't expect, what you enjoyed/disliked, and anything else you might want to refer to in the future or pass on to your ASMs.
- ❖ During rehearsals:
 - ****All of this is subject to change as we have further discussions with the directors and decide how rehearsals will be run! Just keep in mind that you will likely be taking on all of these responsibilities in your own rehearsal room.**
 - Attendance
 - We will each **take attendance** at the beginning of every rehearsal. If an actor is not present when you call time, or it looks like they're not going to arrive before rehearsals begin, please contact them or let me know so I can contact them.
 - If you have the time, try to **greet each cast member** on the way in and check in on how they're doing! We want the cast to feel comfortable coming to us with questions and concerns, and greeting them is a great first step to making the rehearsal space a positive one.
 - Line Notes
 - It's very important that the lines in the script are being spoken exactly as they're written. Once the cast is off-book (or if individual actors want to be off-book early), **we will take line notes during each run of the show**. These will be sent out along with the rehearsal report.
 - Keeping Time
 - It is the SMs job to give the director **warnings about taking breaks as necessary** (which we typically discuss with the director(s) before the rehearsal process begins), but I will always appreciate you giving me a heads up if I'm about to let a rehearsal go over time, or if it seems like I'm forgetting something.
 - Keep Things Running Smoothly and Professionally
 - During the rehearsal, you may need to call **"FOCUS", "HOLD", or "QUIET BACKSTAGE."**
 - Locking Up
 - It is our job to make sure the lights are turned off, props are reset, costumes are in their proper places (typically the costume shop), the space is clean and clear, and appropriate doors are locked.

Performances:

- ❖ Attendance:
 - One of you will **take attendance as the actors arrive** at their respective call times. Typically, actors use a sign-in sheet hung up in the costume shop.
- ❖ Setting up the space:

- We will **make sure that the stage is clear and safe for the actors**, curtains are closed, lights are on, and the prop table(s) are set.
- ❖ Communication:
 - As PSM, I will be calling the show from the booth/SM table, so it will be your job to **make sure actors are in their places for the top of the show**. You will also communicate with the House Manager and myself to let me know when the house is closed.
 - **If anything goes wrong** during the show (missing prop, injuries, sick actor, etc.) please do your best to problem solve in the moment (work together if you need to, and don't panic!). I will do what I can to help you over headset, but I won't be able to leave the booth.