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## Emerson Stage production info listed below (writ in ink)

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**Rehearsal Location:** Paramount Center, Studio 4

**Rehearsal Dates/ Time:** September 8th - October 7th, 2024

Mon.-Thurs. at 7:15-11p, Sun. at 12-4p, 5-8p

*\*Please check Calendar for Exceptions*

**Tech Dates:** October 9th - 15th, 2024

**Performance Dates:** October 16th - 19th, 2024

**Strike:** October 20th, 2024

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### Important Numbers

Stage Manager Susan Weinhardt

Costume Shop 617.824.8390

1st Assistant Stage Manager Oliver Worner

Box Office 617.824.8400

2nd Assistant Stage Manager Ryan O'Connor

ECPD Emergency 617.824.8888

Production Assistant Leo Margil

EmStage Office 617.824.8209

Company Manager Lucy Page

ECPD 617.824.8595

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### Important Information

1. Except for previously submitted and approved conflicts, assume you will be called every night for rehearsal
2. Check your email for the daily call each day and be sure to complete any warm-ups or pre-rehearsal prep in anticipation of the published start time.
3. Add each member of the SM team's number into your contacts.
4. Call or text a member of the SM team if you are going to be late for any reason.
5. If you have any new or potential conflicts that were not included at the time you signed your Emerson Stage Contract, please contact Susan and Rebecca ASAP. It is not guaranteed you will be excused from rehearsal.
6. It is your responsibility to attend all scheduled costume fitting appointments on time. If you are going to be late or must cancel the appointment, please CALL the Costume Shop first, then Ryan or Susan.
7. Please consult our Costume Designer, Maddie Henry (@emerson.edu), before making any changes to your appearance.
8. Check the callboard on a daily basis. There is a traditional callboard outside the production office on the 6th floor of Tufte and an electronic version accessible at esproduction.org.
9. Please be prepared with anything you may need before rehearsal begins.
10. Please be open with us about any needs you may have! We all understand the difficulties this process may bring, and we want to make it as smooth and enjoyable for you as possible.

Exit SMs,

**Susan, Oliver, Ryan & Leo**