



Hello, **SHReK** Company

Welcome to **SHReK**. I am delighted to introduce myself as your Production Stage Manager, Riley Baheshone (she/her). I look forward to starting this process with all of you! My goal is to create an environment that allows for all individuals, no matter race, sexuality, gender, disability class, and other aspects of identity, an opportunity to flourish in their given field.

Ethos: As the Production Stage Manager, I believe in creating all-inclusive environment that grants others with the chance to feel understood and accepted. I strive to uphold a creative space in which everyone feels respected and safe to express themselves freely through their craft without hesitation.

Community Agreements:

- Promoting Positive Language.** Spreading uplifting speech fosters an all-around positive space where all involved in this process can not only encourage and boost others, but openly-communicate any questions or concerns.
- Awareness of Surroundings.** Many different theatre artists are going to be a part of this production. Being aware of these people and space promotes inclusion, regardless of background. It is important to then respect everyone's space and boundaries.
- Permission to speak in Draft.** Allow a space for mistakes to be made and learn from those experiences.
- We are Here to Create Together.** Many people work on this production, whether it is as performers, creatives, technicians, or designers. Every role is vital to this show. Please respect and value everyone for who they are and what they do. If you experience a situation that causes distress, please come speak to any member of the stage management or directing team.

I am galvanized to begin working with you all throughout this production and look forwards to seeing what is created. I am accessible and available at any time. I can't wait to get this started!

Your **SHReK** Stage Management Team:

Riley Baheshone

Production Stage Manager



Tessa Crabtree

Asst. Stage Manager



Rani Carter

Asst. Stage Manager

Alexis Vanselow

Asst. Stage Manager

Penny Cable

JR. SM Intern



SHReK

Company Guidelines

Attendance: All company members are expected to attend all rehearsals and performances as outlined on the production calendar. Because everyone's participation in the show is vital, absences will be considered only in the event of an emergency or due to illness or injury. If you are feeling ill, please do not come to your call. Please notify stage management, and the Director, that you will be absent prior to your call time. If there is another reason you must miss a rehearsal that is not outlined above, please speak to the Director and Stage Manager ahead of time. Releases are granted on a case-by-case basis and are at the discretion of the Director.

Lateness: Being on time is essential for all company members. That means arriving early enough to begin rehearsing at your scheduled call time. If you are going to be late, please call the Production Stage Manager ahead of time and let them know.

Callboard: When you arrive for rehearsal or performance, sign in at the callboard. During rehearsals, the callboard is located right outside of the rehearsal room's door. During tech and performances, the callboard will be located backstage by the stage door. Please check the callboard on a daily basis for all show-related information.

Breaks: During rehearsals, breaks will follow the AEA guidelines of a 5-minute break after 55 minutes or a 10-minute break after an hour and twenty minutes.

Visitors: Visitors are not allowed in the rehearsal room or backstage, in dressing rooms/green rooms after the half-hour call. Please ask them to wait for you outside of the rehearsal room/lobby/stage door.

Valuables: During the rehearsal process, please try to leave valuables at home. Stage Management or Saguaro City will not accept responsibility for lost or stolen items.

Physical Safety: Physical safety is a high priority for our company. It is the responsibility of each member of the company to be observant and aware of what is always happening around them both in the rehearsal room and in the theatre. If you feel that any aspect of the show is unsafe at any time, please alert stage management immediately. For your safety, unless the costume design demands otherwise, shoes are always required in the rehearsal room and on stage, preferably close toed shoes.

Mental Health: The production process can be a challenging and sometimes stressful time and our company is committed to making your mental health a priority. If you are feeling overwhelmed, please talk to stage management or, if you are comfortable doing so, to the Director. Please prioritize your mental health. Your mental safety is just as important as your physical safety.



SHReK

Show Schedule

SAGUARO CITY
STUDIO ARTS

Saturday, June 7th, 2025

9:00a – 3:00p Rehearsal

Sunday, June 8th, 2025

COMPANY DAY OFF

Monday, June 9th, 2025

9:00p – 3:00p Rehearsal

Tuesday, June 10th, 2025

9:00a – 3:00p Rehearsal

Wednesday, June 11th, 2025

9:00a – 3:00p Rehearsal

Thursday, June 12th, 2025

9:00a – 3:00p Rehearsal

Friday, June 13th, 2025

9:00a – 3:00p Rehearsal

Saturday, June 14th, 2025

COMPANY DAY OFF

Sunday, June 15th, 2025

COMPANY DAY OFF

Monday, June 16th, 2025

9:00p – 3:00p Rehearsal

Tuesday, June 17th, 2025

9:00a – 3:00p Rehearsal



SHReK

Show Schedule



Wednesday, June 18th, 2025

9:00a – 3:00p Rehearsal

Thursday, June 19th, 2025

9:00a – 3:00p Rehearsal

Friday, June 20th, 2025

9:00a – 3:00p Rehearsal

Saturday, June 21st, 2025

COMPANY DAY OFF

Sunday, June 22nd, 2025

COMPANY DAY OFF

Monday, June 23rd, 2025

9:00p – 3:00p Rehearsal

Tuesday, June 24th, 2025

9:00a – 3:00p Rehearsal

Wednesday, June 25th, 2025

9:00a – 3:00p Rehearsal

Thursday, June 26th, 2025

9:00a – 3:00p Rehearsal

Friday, June 27th, 2025

9:00a	Rehearsal
11:00a	Invited Dress GO
2:00p	Show #1 of 5 GO (ALS Interpreters)



SHReK

Show Schedule

Saturday, June 28th, 2025

10:30a	Half Hour
11:00a	Show #2 of 5 GO (Audio Description)
1:30p	Half Hour
2:00p	Show #3 of 5 GO

Sunday, June 29th, 2025

10:30a	Half Hour
11:00a	Show #4 of 5 GO (Open Captioning)
1:30p	Half Hour
2:00p	Show #5 of 5 GO

JUNE 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 1 st Rehearsal (9:00a – 3:00p)
8	9 Rehearsal #2 (9:00a – 3:00p)	10 Rehearsal #3 (9:00a – 3:00p)	11 Rehearsal #4 (9:00a – 3:00p)	12 Rehearsal #5 (9:00a – 3:00p)	13 Rehearsal #6 (9:00a – 3:00p)	14
15	16 Rehearsal #7 (9:00a – 3:00p)	17 Rehearsal #8 (9:00a – 3:00p)	18 Rehearsal #9 (9:00a – 3:00p)	19 Rehearsal #10 (9:00a – 3:00p)	20 Rehearsal #11 (9:00a – 3:00p)	21
22	23 Rehearsal #12 (9:00a – 3:00p)	24 Rehearsal #13 (9:00a – 3:00p)	25 Rehearsal #14 (9:00a – 3:00p)	26 Rehearsal #15 (9:00a – 3:00p)	27 Rehearsal #16 (9:00a) Invited Dress (11:00a) Show #1 of 5 ALS Interpreters (2:00p GO)	28 Show #2 of 5 Audio Description (11:00a GO) Show #3 of 5 (2:00p GO)
29 Show #4 of 5 (11:00a GO) Show #5 of 5 Open Captioning (2:00p GO)	30	1	2	3	4	5



SHReK

Allergy Questionnaire

SACUARO CITY
STUDIO ARTS

We ask that you provide any allergy information or dietary requirements that you would like to share with us below. Please do note that all information on this form is entirely optional and completely confidential. It will be shared with the **SHReK** Stage Management team, props team, and costumes team to facilitate a safe and comfortable environment for you and our company as a whole.

Name: _____

Role: _____

Date: _____

What food allergies would you like us to be aware of?

What dietary concerns/information would you like us to be aware of?

Are there allergies to laundry or detergent that you would like us to be aware of?

Are there any other allergies you'd like us to be aware of?

**If you become aware of any new allergies during this production, please inform stage management as soon as possible.*