



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:

1. **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.
2. **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.
3. **Permission to speak in Draft.** Allow a space for mistakes to be made and learn from those experiences.
4. **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



## Saturday, June 7<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Sunday, June 8<sup>th</sup>, 2025

COMPANY DAY OFF

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## Monday, June 9<sup>th</sup>, 2025

9:00p – 3:00p Rehearsal

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## Tuesday, June 10<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Wednesday, June 11<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Thursday, June 12<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Friday, June 13<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Saturday, June 14<sup>th</sup>, 2025

COMPANY DAY OFF

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## Sunday, June 15<sup>th</sup>, 2025

COMPANY DAY OFF

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## Monday, June 16<sup>th</sup>, 2025

9:00p – 3:00p Rehearsal

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## Tuesday, June 17<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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# SHREK

Show Schedule



## Wednesday, June 18<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Thursday, June 19<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Friday, June 20<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Saturday, June 21<sup>st</sup>, 2025

COMPANY DAY OFF

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## Sunday, June 22<sup>nd</sup>, 2025

COMPANY DAY OFF

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## Monday, June 23<sup>rd</sup>, 2025

9:00p – 3:00p Rehearsal

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## Tuesday, June 24<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Wednesday, June 25<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Thursday, June 26<sup>th</sup>, 2025

9:00a – 3:00p Rehearsal

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## Friday, June 27<sup>th</sup>, 2025

9:00a Rehearsal

11:00a Invited Dress GO

2:00p Show #1 of 5 GO (ALS Interpreters)

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# SHREK

Show Schedule



## Saturday, June 28<sup>th</sup>, 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

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## Sunday, June 29<sup>th</sup>, 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

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# SHREK

Actor Calendar



## JUNE 2025

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

\*Subject to change



# SHREK

## Allergy Questionnaire



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?

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

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

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

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