Communication

Communication expectations for all Production Team Leads

**Director**

* Make all calls (breaks, show prep times)
* Run Greenroom announcements
* Call rehearsal plan at Greenroom
* Ensure every Production Team and Lead speaks at Greenroom
* Give final acting notes after rehearsal

**Assistant Director**

* Create a group text chat for all Production Team members and Leads
* Send all calls through group text chat as soon as they are given
* Speak at Greenroom
* Give final acting notes after rehearsal

**Stage Manager**

* Ensure entire Company is in Remind
* Ensure entire Company is in Team
* Time all calls (breaks, preps)
* Report to Advisor all rehearsal absences each day
* Write daily rehearsal reports
* Post rehearsal reports on Teams
* Speak at Greenroom
* Take blocking notes
* Provide blocking notes on Teams daily
* Check in with Leads regularly
* Check in with Advisors regularly
* Check in with Directors regularly

**Assistant Stage Manager**

* Ensure entire Company is in Remind
* Ensure entire Company is in Team
* Time all calls (breaks, preps)
* Report to Advisor all rehearsal absences each day
* Write daily rehearsal reports
* Post rehearsal reports on Teams
* Speak at Greenroom
* Take line notes
* Provide line notes on Teams daily
* Check in with Leads regularly
* Check in with Advisors regularly
* Check in with Directors regularly

**Leads**

* Create a group text chat for all members of Crew
* Send all calls through group text chat as soon as they are given
* Report to Advisor all crew absences each day
* Ensure all calls are given to Advisor
* Write daily crew reports
* Post crew reports on Teams
* Give crew reports to Advisor and SM every day
* Speak at Greenroom
* Write Crew call work schedule
* Communicate with Cast/Crew regularly
* Communicate with SM/ASM regularly
* Communicate with Advisor regularly

**Advisor**

* Create a Company Remind group
* Send out Company Remind announcements
* Create a Company Team in Teams
* Post in Company Team in Teams
* Speak at Greenroom
* Give notes daily

**Cast/Crew**

* Ensure you are on Company Remind
* Ensure you are on Company Team
* Read all rehearsal/crew reports daily
* Write down all Greenroom announcements
* Write notes at the end of rehearsal