

Shadow Notes

Checklist

Notes and suggestions to minimize the scenarios of emergency and work that is easily forgotten in the rush of the process.

Preparation of rehearsals
During rehearsals
Shortly before a public presentation
Technical Rehearsal
Premiere
General advices

These notes complement the checklists *Care Work* and *Working Conditions* also available in the Toolbox.

PREPARATION OF REHEARSALS

Some jobs that are often forgotten, since they are not always present, but still are for the project, for example:

Documentation

Clarify your needs and schedules in relation to your budget in conversation with the videographer/photographer

PR

This task requires a lot of time and planning, clarify what are the essential steps to follow and include it in your timeline

Does everyone have the dispo, including address and schedule?

Who is your contact in the venue for the arrival day in case you have questions?

Is there any specific technical request you must communicate in advance to the rehearsal space or venue?

DURING REHEARSALS

Plan extra time for appointments or give space for all the collaborators that are not always present during the rehearsals, like photographer, costume designer, technicians, PR, etc.

Who is available for the performer's needs in terms of: changing room/food,/contracts/ticketing?

Who is not available for these questions?

How much is the rehearsal process intended to be documented and published?
Is this clarified with the dancers and other people involved?
When does it interfere with the process?

Who keeps track of time?

SHORTLY BEFORE A PUBLIC PRESENTATION

Who is taking care of:

catering/food

taking care of the space: hygiene/cleaning

transport of costumes

washing the costumes

make up

transport of stage objects

maintenance of stage objects

Social media

Warm up (where, how long?)

Coordination of schedules

availability of stage, technicians, dancers, light designer, sound designer,
musicians, costume designer, stage designer, _____

Who is needed when for what

do dancers need to be warm or are they going to stand for hours?

Is there an opportunity for rotation?

Clarify who is responsible to clean up the space after the presentation and schedule time for it.

THE TECHNICAL REHEARSAL

Prepare for the technical rehearsal to be a dull and stressful time anyway. So do anything you can to make it as easy as possible:

everything that you can clarify beforehand - **do it.**

Ask the different parties what they need to work well.

Ideally have one person as main communicator in the technical team.

Plan some extra time for things that will go wrong.

Clarify before the technical rehearsal:

Communication agreements with the team from the project and the team of the venue

What does the venue have?

What do you have to rent?

Relation of payment to additional tasks and responsibilities.

There is an amount of unforeseeable work - is there a budget for that?

Check your mindset for unexpected changes or if things go wrong.

What is your limit of bad conditions where you just cancel it - what are the consequences for everybody involved?

Clarify with the funding institutions and with the group what happens in emergency situations

PREMIERE

Do a day-schedule from the beginning of the performance and backwards in time until the morning.

Communicate time and responsibilities to everyone in advanced.

Don't forget the very helpful pauses.

Mention your guests in advanced to whomever is doing the ticketing.

Are people allowed to enter after the show started? Is there a good moment for this? Mention it to the team of the venue.

A very important last-minute task: *Abendbetreuung* in German, or evening support. Whose responsibility is this?

Is there an opportunity to shower or wash costumes in the venue?

How much are the dancers/collaborators involved in the cleaning up/transport after the premiere?

GENERAL ADVICE

Looking at this workload: Are you confident that you can handle it by yourself?
Adding on the level of stress it might be recommended anyway to get support.
Do everything you need to do to reduce your stress level to focus your energy

You might need additional staff for the final week.

What kind of support could you need?

Clarity with tasks, like artistic advice, putting stamps on postcards, cleaning up the floor, etc.

SPACE FOR YOUR OWN SHADOW NOTES