

# Spirits of the Silent City: Unfinished Business 2023 Cast Prep Checklist\*

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All of the items in this document are calls to action.

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\* As of uploading September 12<sup>th</sup> 8:00 pm. Susan is continuing to refine this document but it will not change substantially. AND, if it does, she will give everyone a heads up.

Apologies if an item you need to check off is still in process / there's no link on your cast and crew portal page. It will happen.

## ETHOS

Spirits of the Silent City is a collaborative creation.

Other than tech and final dress rehearsals, it's up to you to pro-actively check everything off your list – to co-craft your script – to initiate scheduling your rehearsals – and all that jazz.

That said, you have lots of support. Your crew and fellow cast members are here for you. Seriously. This is not a rite of passage. You will succeed and be glorious.

Do you prefer to...

- ⇒ Take a check list and drive? Go wild!
  
- ⇒ Take a check list and have someone go over it with you step by step? Absolutely!
  
- ⇒ Take a check list, get a start and check in to make sure you're on track? Enthusiastic Ditto!
  
- ⇒ *Have someone else take responsibility for your checklist and hound you every step of the way? Oh dear. Not going to happen.*

## MENTORS

There's nothing like first-hand experience. If you're interested in teaming up with an SotSC 2022 cast member as a mentor, chime in. [SUSAN](#) will be happy to make the connections.

## WHAT'S NEXT?

These prep tasks are in order of importance. Start at the top of your list and check the items off as you accomplish them. They are written in general terms for everyone. If your specifics diverge from this general guidance and you and Susan have already agreed, that's still the case.

Stuck? Don't get hung up on a list. It's here to help but not to hinder. Again, it's not a rite of passage. Email or call SUSAN and she will help you cut through the haze and facilitate what's next.

## YOUR SHOW DATES AND TIMES

Your individual show dates and times are on the SotSC 2023 Characters Schedule. Check it. Is it accurate? **This is CRITICAL to double check.** Susan will schedule every show day based on this information.

The spreadsheet is accessible via the Cast and Crew Portal. The direct link is:

<https://docs.google.com/spreadsheets/d/18KyEW101qqC45Af0m3xKU4nJLqZvLiHP92CdUaB75o0/edit?usp=sharing>

Pay particular attention to anything highlighted in yellow and address those specific inquiries.

Email [SUSAN](#) if you have any corrections or answers.

Note: The document shouldn't be 'editable' but if it is and if you opt to just update the contents instead of emailing her. Me. Please somehow boldly highlight the cell so she can see the change.

## YOUR SCRIPT

### FIRST YEAR GUIDES AND ON SITE CHARACTERS

Creating your script is a collaborative process.

1. Research your character. Pay attention to aspects of their lives that are 'sticky' to you. Those may become your unfinished business.
2. Schedule time to meet with Ron.
3. Ron will create a script based on your conversation and email it to you.
4. As soon as you receive your email, schedule your next conversation with Ron.

Note: Your final script will be crafted so you can memorize it as is. It can also be a jumping off point for you to improv or craft your actual interactions based on your guest's experiences. It's up to you and your improv skills.

5. Learn your script. Learn your dates, numbers and specific talking points.



## REHEARSALS

### FIRST YEAR ON SITE CHARACTERS

Schedule (at least) THREE one-on-one, on-site rehearsals on Saturdays or Sundays between September 16<sup>th</sup> and October 14<sup>th</sup>.

1. First Rehearsal: Work your script with Ron at your on site location (on site characters) or at each of your stops (guides)
2. Second Rehearsal: Work your script on your own. You're welcome to go to Forest Home any time during business hours or let Ron know when if you'd like to work it with him again.
3. Third Rehearsal: Work once more with Ron on site.

**Your individual rehearsals need to be completed by Sunday, October 15<sup>th</sup>.**

4. Finally, you'll rehearse on your feet, in costume, in front of guests at Tech Rehearsal on Tuesday, October 17<sup>th</sup> and Final Dress Rehearsal on Wednesday, October 18<sup>th</sup>. Times TBD.



## REHEARSALS

### FIRST YEAR GUIDES

Schedule (at least) FOUR one-on-one, on-site rehearsals on Saturdays or Sundays between September 16<sup>th</sup> and October 14<sup>th</sup>.

1. First rehearsal: Learn the route with Susan. Note: 1 and 2 can be combined, if you like.
  - a. Be sure to visit your grave this first trip. It's always an eye-opener.
2. Second Rehearsal: Work your script with Ron at each of the tour stops
3. Third Rehearsal: Work your script on your own. You're welcome to go to Forest Home any time during business hours or let Ron know if you'd like to work it with him again. Note: You can do this as often as you like.
4. Fourth Rehearsal: Work once more with Ron on site.

**Your individual rehearsals need to be completed by Sunday, October 15<sup>th</sup>.**

5. Finally, you'll rehearse on your feet, in costume, in front of guests at Tech Rehearsal on Tuesday, October 17<sup>th</sup> and Final Dress Rehearsal on Wednesday, October 18<sup>th</sup>. Times TBD.

## YOUR SCRIPT AND REHEARSALS

### RETURNING GUIDES AND RETURNING ON SITE CHARACTERS

1. Refresh yourself on your script from 2022.

AND

2. Tighten it for the shorter daytime youth tours on October 19<sup>th</sup> and 20<sup>th</sup>.

The daytime tours on Thursday, October 19<sup>th</sup> and Friday, October 20<sup>th</sup> will need to come in at 60 minutes max vs the typical 70-75 minutes. Ron will get suggested edits to you. Feel free to suggest your own edits as well.

3. Schedule a rehearsal with Ron. This could be as little as a handshake as you go out on site or a one-on-one session. Whatever you need.

**Your individual refresher rehearsals need to be completed by Sunday, October 15<sup>th</sup>.**

## GET TO KNOW YOUR FELLOW HISTORICAL CHARACTERS

**This is also part of your rehearsal process.**

In addition to getting to know your personal historical character, everyone will interact with other characters. To create authentic connections, you need to learn who they are.

⇒ Guides will meet all the on site characters along the tour route.

⇒ On site characters will meet all of the guides.

This will be a challenge to accomplish since Tech Rehearsal on Tuesday, October 17<sup>th</sup> and Final Dress Rehearsal on Wednesday, October 18<sup>th</sup> may be the first time you will meet many of your fellows in person. To help bridge this, familiarize yourself with the resources we have online in your cast portal page.

Cast and Crew Portal Resources:

- Cast of Historical Characters. This includes on site characters and guides and are marked as such.
- Character Bios.
- On Site Characters in Order. This is the order guides will encounter characters and vignettes on the tour route.

## **COSTUME**

Connect with Deb to discuss your character and provide measurements.

Note 1: You may work with Deb on items you'd like to incorporate but do not costume yourself. Anything you wear needs her final approval.

Note 2: It can get very cold and you may be outdoors for hours. Deb will design your costume to be layered for warmth.

## **HEADSHOT**

Do you like the one already posted?

<https://www.capercompany.com/spirits-of-the-silent-city.html>

Want to submit a replacement? Upload it here:

[https://drive.google.com/drive/folders/13q0vcHySwBFzYYT-cd0reTI2L60Nrz7qdfbjWC8Pef9KbY9R\\_i72To8TQvtzf78pOHEqx5Jt?usp=drive link](https://drive.google.com/drive/folders/13q0vcHySwBFzYYT-cd0reTI2L60Nrz7qdfbjWC8Pef9KbY9R_i72To8TQvtzf78pOHEqx5Jt?usp=drive_link)

## **YOUR BIO**

Needed for the online event program. Please either email a one paragraph theatrical bio to Susan or upload a document to this folder:

<https://drive.google.com/drive/folders/1AkqEXPW7Y4KsElgDSsxEYTzgt4GWggkV?usp=sharing>

## **YOUR CHARACTER'S BIO**

These will be accessible via the online event program. First drafts were created by someone other than you. Please review with your particular lens and approve or suggest alterations. Your character's bio should reflect your portrayal.

<https://docs.google.com/document/d/1-rj17th5DdEcsbKDCjpBl0rgJtFxEO9zGgm2vfbChCw/edit?usp=sharing>

## **CRAFT SERVICES**

Any food preferences? Allergies? Etc? Let us know so Juli can make sure you have something to eat on show nights. If no preferences, CHECK.

## **YOUR AGREEMENT**

Getting your Letter of Agreement to you is actually on Susan's list to accomplish. This is just a heads up that it's on the prep list and you'll be receiving yours soon.

## **What's Next Next?**

Now that you've completed your preparations, it's time to turn your attentions to the show flow. Those details are all on the Cast and Crew webpage portal.