

Cast and Crew Email Examples

Hi everyone!

With the beginning of the school year approaching quickly, it's time to announce the Fall 2022 Auditions!

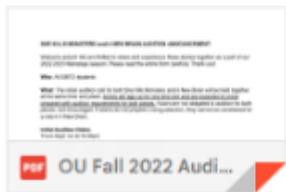
Attached is a document containing all the information you need to know about the upcoming auditions for **She Kills Monsters** and **A New Brain** that will take place at the beginning of September. PLEASE READ THE DOCUMENT THOROUGHLY AND CAREFULLY SO YOU CAN BE FULLY PREPARED!

If you have any questions, our emails are located on the document.

We look forward to working with you!

- Stage Managers Amanda Pordon and Brady J

One attachment • Scanned by Gmail



Hello cast of She Kills Monsters!

My name is Amanda Pordon, and I am the stage manager for this production.

Tomorrow, Monday, September 12th, is our first official rehearsal. It will start at 7 pm and go to 11 pm. We will be working on beginning combat training with Tony G. Rehearsal will occur at the campus rec center instead of at Varner or OWC. Please wear clothes and shoes that are appropriate to move and sweat in. I also recommend hair tied back and to bring a bottle of water.

If you have any questions, please feel free to contact me.

See you tomorrow!

Amanda

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Congratulations on a wonderful audition! We would like to offer you the role of Chuck.

Rehearsal will take place Monday-Thursday from 7-11 pm and Friday 12:30-4:30 pm.

Tech rehearsal is tentatively 6-11 pm with all performance call times at 6 with an 8 o'clock go. Rehearsal locations will vary due to construction.

Please respond directly to director Kelli C. [REDACTED] to accept or refuse this role. Your response is due by noon tomorrow, Friday, September 9th. Any response not received by noon will be considered a refusal.

Congratulations again on a job well done!

Sincerely,
Amanda P. [REDACTED]

Hello Cast and Crew of She Kills Monsters!

My name is Amanda, and I am the stage manager for this production.

Pre-load in and load-in are approaching quickly, so it's time to sign up for a time to help transfer and set up the set, lighting, sound, etc.

You are all responsible for coming to one 3-hour work shift each load-in over one of these days. Use the instructions below to sign up for a shift.

Here's how it works in 3 easy steps:

1. Click these links provided below (one for each weekend)

Pre-load in: <https://signup.com/go/prjQAiB>

Load-in: <https://signup.com/go/tgFszYD>

2. Enter your email address: (You will NOT need to register an account on SignUp)

3. Sign up! Choose your spot(s) - SignUp will send you an automated confirmation and reminders. Easy!

Make sure you come wearing clothes that you can move in easily and won't mind if something happens to them. Depending on your assigned job, you may get dusty or even stained.

Please let me know if you have any questions or need any clarifications!

I look forward to working with all of you :)

Best,
Amanda

Hi team!

Thank you for attending tonight's designer-run through. I hope you enjoyed what you were able to view tonight and were inspired by all of the work the cast has put into this show!

There are a lot of notes tonight, so please make sure you take a look.

Let me know if you have any questions or need some clarification!

Best,
Amanda