

ACTOR INFORMATION PACKET



Director: Mary Trotter
Stage Manager: Ellie Hemming
Asst. Stage Managers: Sarah Glazer, Julia Sanchez &, Greer Tiegen

Digital Callboard: <https://theatresm.wixsite.com/machinal>

University of Wisconsin - La Crosse's Department of Theatre and Dance

UWL'S INDIGENOUS LAND RECOGNITION STATEMENT

We would like to recognize that the University of Wisconsin-La Crosse occupies the land of the Ho-Chunk people. Please take a moment to celebrate and honor this ancestral Ho-Chunk land, and the sacred lands of all indigenous peoples.

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

Diversity and inclusion are essential to the core values of the Department of Theatre and Dance at the University of Wisconsin-La Crosse. We commit to working to realize those values in class, rehearsal, season selection, casting, and all other artistic collaborations. We value the wide range of perspectives and voices that add to the stories we are able to tell, and they can only be heard when all cultural and personal perspectives are present.

STATEMENT OF SOLIDARITY

Adapted from DNA Works – Dialogue and Healing Through the Arts and Northeastern University College of Arts, Media, and Design

Black Lives Matter.

Black students, staff, and faculty matter.

Black families, histories, futures, bodies, hearts, and minds matter.

Black, Indigenous, and People of Color matter.

Under-represented groups matter.

We, the faculty and staff of the Department of Theatre and Dance, grieve the murders of George Floyd, Ahmaud Arbery, Breonna Taylor, and all lives lost and impacted by racial violence in the past 400 years. We stand in solidarity with the Black students, staff and faculty in our department, our university, our city, and our country.

We believe in the virtues of dialogue, patience, and respect. We recognize our department's and our field's shortcomings and past mistakes. As educators, we are constantly learning and will hold ourselves to a higher standard.

We are both witnesses to and participants in a movement for powerful systemic change. We recognize our privilege as part of this university, and we recognize our power to affect change. This is the time to re-examine our civil liberties and duties and to use the power of our voices and our votes to ensure that all in our society can breathe freely. Systemic transformation will not be smooth, and we will stumble. Yet, we will turn our outrage into action, with a renewed commitment to end of all forms of racism and racial violence.

We know that, ultimately, we will be judged not for statements like these but for our actions going forward. We charge all of us to personally and collectively work toward the eradication of all forms of racism and racial violence. We thank those of you who are already doing this work. We thank those of you who are supporting people who are doing this work. We believe that peace is possible in our lifetimes.

DEPARTMENT OF THEATRE AND DANCE PLEDGE:

COMMUNITY AND GENEROSITY

We commit to fostering conversations, exchanges, and experiences that empower, spark and challenge us to think and act responsibly and empathetically among our artistic community at UWL, the greater La Crosse area, and beyond.

ENGAGEMENT AND COLLABORATION

We commit to deconstructing the existing barriers of exclusion to motivate and uplift; we will foster relationships across cultural boundaries to facilitate an inclusive and accessible artistic community at UWL, the greater La Crosse area, and beyond.

CREATIVITY AND RIGOR

We commit to looking beyond received wisdom to intentionally engage with high-quality and dynamic works, to ask hard questions about the world, our source materials, and who we are as people through creative exploration and self-expression.

RESPECT

We commit to acknowledging and embracing the unique identities of each and every member of our community; we promise to treat each other as equals, regardless of our differences, and to choose humanity in the face of conflict.

INTEGRITY

We commit to creating a diverse community where any individual can speak freely and honestly; we aim to recognize and use our privilege to advocate for underrepresented voices at UWL, the greater La Crosse area, and beyond.

BASIC INFORMATION & EXPECTATIONS

Tentative Rehearsals: January 26th - February 20th, 2026, Monday - Friday, 6:30-9:30pm

Rehearsal Location: Toland Theater (unless otherwise indicated)

Tech: Sunday, February 22nd - Thursday, February 26th, 2026

Performances: Feb. 27th, 28th, Mar. 5th, 6th, 7th @ 7:30pm; Mar. 1st, 8th @ 2:00pm: **High School Matinee on Friday, Mar. 6th @ 10:00am*

Important Numbers:

Ellie Hemming (SM): (608)-482-5343 hemming1393@uwlax.edu

Sarah Glazer (ASM): (651)-410-0216 glazer5510@uwlax.edu

Julia Sanchez (ASM): (507)-535-9113 sanchez6808@uwlax.edu

Greer Tiegen (ASM): (507)-993-9643 tiegen4796@uwlax.edu

Costume Shop: (608) 785-6707

Box Office: (608) 785-6696

Expectations:

1. Arrive at least 10 minutes before the scheduled call
2. Check in with the Stage Manager or Assistant Stage Manager upon arrival.
3. Call the Stage Manager if you are going to be late for any reason at all. That means even if you are walking in two minutes late.
4. If you need to do warm ups, please be done before rehearsal starts.
5. There is no eating or drinking in the theatre. (Water is the only exception)
6. It is your responsibility to attend all scheduled costume fitting appointments on time. If you must change/cancel an appointment, please do so ahead of time and reschedule it within 24 hours of the missed appointment.
7. You may not change your appearance without consulting costumer/makeup designers, Michelle Collyar and Miranda Risher.
8. Please be quiet and respectful of others during rehearsal. If you are not in a scene, but are at rehearsal, please keep the noise down. We will try to only call you for the time we need you to rehearse, but we can not make any guarantees.
9. Check your email daily. (Talk to the Stage Manager if this is a problem for you)
10. Check the call board on a daily basis. It is located at the end of the theatre office hallway and online (<https://theatresm.wixsite.com/machinal>)
11. **All conflicts are due by the beginning of the rehearsal on Wednesday, January 28th, 2026.** For additional department expectations/guidelines/rules, please refer to the Student Handbook for the Department of Theatre Arts

MACHINAL

REHEARSAL & PERFORMANCE CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 26 Rehearsal 6:30-9:30 pm	27 Rehearsal 6:30-9:30 pm	28 Rehearsal 6:30-9:30 pm	29 Rehearsal 6:30-9:30 pm	30 Rehearsal 6:30-9:30 pm	31
Feb. 1	2 Rehearsal 6:30-9:30 pm	3 Rehearsal 6:30-9:30 pm	4 Rehearsal 6:30-9:30 pm	5 Rehearsal 6:30-9:30 pm	6 Rehearsal 6:30-9:30 pm	7
8	9 Rehearsal 6:30-9:30 pm	10 Rehearsal 6:30-9:30 pm	11 Rehearsal 6:30-9:30 pm	12 Designer Run 6:30-9:30 pm	13 Rehearsal 6:30-9:30 pm	14
15	16 Rehearsal 6:30-9:30 pm	17 Rehearsal 6:30-9:30 pm	18 Rehearsal 6:30-9:30 pm	19 Rehearsal 6:30-9:30 pm	20 Rehearsal 6:30-9:30 pm	21
22 Cue To Cue TBD	23 Cue To Cue/Tech TBD	24 TECH TBD	25 TECH TBD	26 TECH TBD	27 Show #1 7:30pm	28 Show #2 7:30pm
Mar 1 Show #3 2:00pm	2	3	4	5 Show #4 7:30 PM Photocall	6 Show #5 10:00 AM Show #6 7:30pm	7 Show #7 7:30pm
8 Show #8 2:00pm STRIKE						

As of : 1/19/26

Specific Rehearsal Times are Subject to Change
Afternoon Calls for Costume Fittings, etc to be arranged

BIOGRAPHIES

- A google form will be emailed to you to collect your biography. This is in an effort to streamline our process and saves Krista a step.
- The google forms link is also located on our callboard, under "Cast Info" • Please write in the third person and limit your biography to three sentences or less. •

Biographies are due Friday, January 30th, 2026

Examples:

Amanda Grimsled (Mary Kenny) *Amanda, who will be going into her final semester at UW-La Crosse this fall, is thrilled to be a part of her fourth SummerStage production. Amanda recently performed on the Toland stage in The World Goes 'Round and as Mrs. Fezziwig in A Christmas Carol. Amanda would like to thank her friends, family and Erik for their love and support.*

Nick Bailey (Eddie Ryan) *With his sophomore year out of the way, Nick is very eager to perform in his very first 4CT production. He was last seen in The World Goes 'Round and A Christmas Carol and hopes you all enjoy this wonderful show. Many thanks to Mom, Dad, family and friends, and a big shout out to his favorite grade school teacher, Mrs. Mary Beilfuss.*

EMERGENCY MEDICAL INFORMATION

- A jot form will be emailed to you, to collect your emergency medical information. This is in an effort to streamline our process and saves Krista a step.
- The link is also located on our callboard, under "Cast Info"
- Please fill out this form to the best of your ability and see Ellie Hemming (SM) with questions or concerns.
- **Medical Forms are due Friday, January 30th, 2026**

BOX OFFICE INFORMATION

- **Box office hours are Monday through Friday, 1:00-3:00 p.m., and one hour prior to each performance**
- Students involved in a production can receive up to 2 complimentary tickets. ● Ticket reservations will only be taken during regular box office hours or online at www.uwltheatreanddance.ludus.com
- The UWL Theatre and Dance box office accepts cash, check, MasterCard and Visa only. We do not accept UWL's Campus Cash.
- Any tickets printed at the box office (i.e. in person ticket sales or will call tickets) will incur an additional printing fee.
- Patrons are encouraged to purchase their tickets in advance online and download their tickets onto their phone. When arriving at the theatre, have your tickets ready on your phone and our staff will scan the ticket QR code as you enter the theatre.
- All tickets are the responsibility of the purchaser. Any ticket exchanges must be done at least 24 hours prior to the original ticket production date. The box office does not buy-back unused tickets or refund tickets.
- A valid UWL student ID is required to purchase tickets at the student rate. Only one student priced ticket may be purchased per ID.
- Seating is assigned unless otherwise indicated. In order to be seated with your friends/family, tickets must be purchased together.
- All tickets must be charged to a credit card at the time of reservation. ● When ordering tickets by phone (608.785.6696), a MasterCard/Visa is required and will be charged immediately. Tickets will then be held at the box office for pick up prior to the performance. Credit cards are still charged if tickets are not picked up. ● For sold out performances, a waiting list will begin one hour before each performance. Waiting list requests can only be made in-person (no phone calls, please). ● Children under the age of three are not recommended to attend.
- All attendees must have a ticket to enter the theatre including young children.