



STAGE MANAGEMENT CALL HOTLINE GREETING

- **DIAL 43660**
- When you hear the operator: **DIAL ***
- Enter mailbox number: **DIAL 285-4088**
- When you hear message: **DIAL ***
- Enter passcode: **DIAL SM MAIL (766 245)**
- Select "User Options": **DIAL 8 (U)**
- Select "Greetings": **DIAL 4 (G)**
- To Record: **DIAL 7 (R)**

Script:

You have reached the [Name of show] Call Hotline.

Call for [day], [date] is as follows:

From [time-time], [actors], [what scenes/pages/etc. will be rehearsed].

(Repeat bold above until entire call is recorded)

Please be on time. Have a nice day.

- When complete: **DIAL #**

DIAL 3 (D) to Delete/Re-Record

DIAL 7 (R) to Listen to/Review your recording

- **DIAL 9** to Save and Exit
- **Hang up.**