

HOW TO USE THE ONLINE THEATRE CALLBOARD

UPDATED AUGUST 2025

Some General Information

1. The online callboard is a companion to the callboard in the theatre hallway. You should post to both locations.
2. The web address is <https://theatresm.wixsite.com/uwltheatrerecallboard>
3. Both callboards should be as up to date as possible
4. Please do not post contact sheets on either callboard, as it is giving out personal information not intended for the public. (It is still okay to email the contact sheet out!)
5. Just as it is necessary to post your report and schedule update in the hallway by the next morning, you should also update the website at the same time. If you type your report in the SM office, you can take care of all of these things at once. If you type your report at home, try to update the website at the same time you post the hard copy.

Getting Started

I recommend building your sites in Wix because it is the most user-friendly. Several additional callboard links can be found at the end of this document to give you ideas

During auditions, everyone will function off the audition page on the main callboard so actors only have to visit one location to get information. Plan to have your individual show sites ready to go shortly after casting—and at least one week before your rehearsal begins.

UWL Department of Theatre & Dance

[Home](#) [Auditions](#) [Calendar](#) [Safety](#) [Box Office](#) [Department Info](#)

THEATRE & DANCE UWL

Online Callboard

Auditions for Fall 2025 Productions

DRACULA
A FEMINIST REVENGE FANTASY, REALLY
BY KATE HAMILL
DECEMBER 10-19, 2025
TOLAND THEATRE
LOVE CENTER FOR THE ARTS
HATFIELD COSTUME DESIGNER: KYLE BROWN

tick, tick... BOOM!
Book, Music, and Lyrics by Jonathan Larson
November 7-16, 2025
Frederick Theatre - Morris Hall

December 4-7, 2025
Toland Theatre
Love Center for the Arts
Ken Ludwig's
THE GAME'S AFCD
HATFIELD COSTUME DESIGNER: KYLE BROWN

February 27-March 8, 2026
Second Theatre
Love Center for the Arts
MACHINAL
BY SOPHIE TREADWELL
When I did what I did, I was free.

April 11-12, 2026
PETERSON THEATRE
MORRIS HALL
MY DAYS WITH PETER RABBIT (AND HIS FRIENDS)
Based on the Tales of Beatrix Potter
Adapted by Neil Barlow and David Horton

April 24-May 3, 2026
Toland Theatre, Love Center for the Arts
A GENTLEMAN'S GUIDE TO LOVE AND MURDER
Book and Lyrics by Robert L. Freedman
Music and Lyrics by Brown, Edwards

Follow Us. Phone. 608-785-6701 www.uwlax.edu/theatre-and-dance

Requirements

All show sites should have a standard set of pages: a home page, a cast page, a production team page, and a page with your show calendar. You can add a separate page for your weekly schedule or put it on your cast page with a link on the production page. There may be other things appropriate for individual shows.

Weekly Schedule

WEEKLY SCHEDULE

FITTINGS

Wednesday June 21

1:10 pm- Eddie Doerr

1:45 pm- Brianna Frost

2:15 pm- Brittany McGuire

5:00 pm- August Jennings

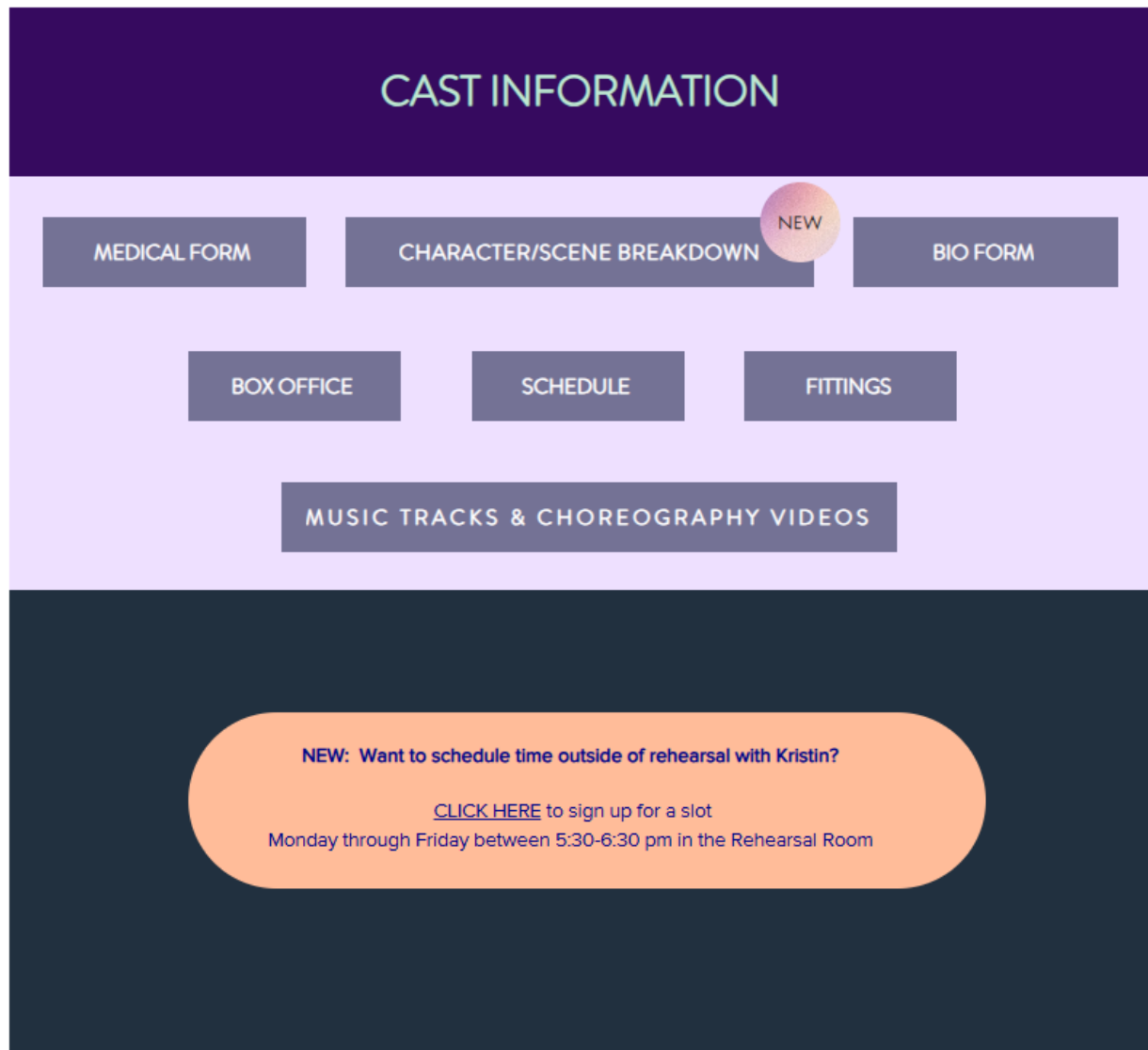
REHEARSAL SCHEDULE

 TECH REHEARSAL & PERFORMANCE SCHEDULE			
Sunday June 18			
3:00-5:00 pm	Crew Training	Deck Crew	
5:00-5:30 pm	Dinner Break	Deck Crew	
5:00 pm	Call to Theatre	Light Board Operator	
5:30 pm	Call to Theatre	Adults: Full Company Kids: None	
5:50 pm	Company Meeting	All	
6:00 pm	Cue to Cue (piano only) We will hope to get to the end of the 2-1 Ballroom scene tonight	All	
9:00 pm	End of Day Note this is the only night with a hard stop!	All	
Monday June 19			
5:00 pm	Call to Theatre	Deck Crew	
5:30 pm	Call to Theatre	Light Board Operator	
6:00 pm	Call to Theatre	Adults: Full Company	
6:15 pm	Call to Theatre	Kids: Greta Eliot Maeve Maya Michael	
6:30-8:00 pm	Tech Scenes with Kids (piano only) Own Little Corner, Transformation, 12 O'clock will be priorities	All	
8:00 pm	Finish Cue to Cue of show (piano only)	Adults: Full Company	
Tuesday June 20			
5:00 pm	Call to Theatre	Costume Crew	
5:30 pm	Call to Theatre	Deck Crew	
5:45 pm	Call to Theatre	Adults: Full Company	
6:00 pm	Call to Theatre	Light Board Operator	
6:20 pm	Mic Check	Full Company	
6:30 pm	Call to Theatre	Kids: Greta Eliot Maeve Maya Michael	
6:35 pm	Intimacy Call	Montgomery Nysse	
6:45 pm	Band Check	Band	
6:50 pm	Work Notes TBA	All	
7:00 pm	Tech #1	All (Kids released at 8:30)	
As of 6/14/23			Page 1 of 3

Cast Page

It is easiest to post cast lists and schedules as embedded PDFs. Fittings can be typed onto the page or linked in a Google spreadsheet. In the sample below, the fittings are typed on the schedule page but then linked on both the cast and production team page in case someone looks in the wrong spot.

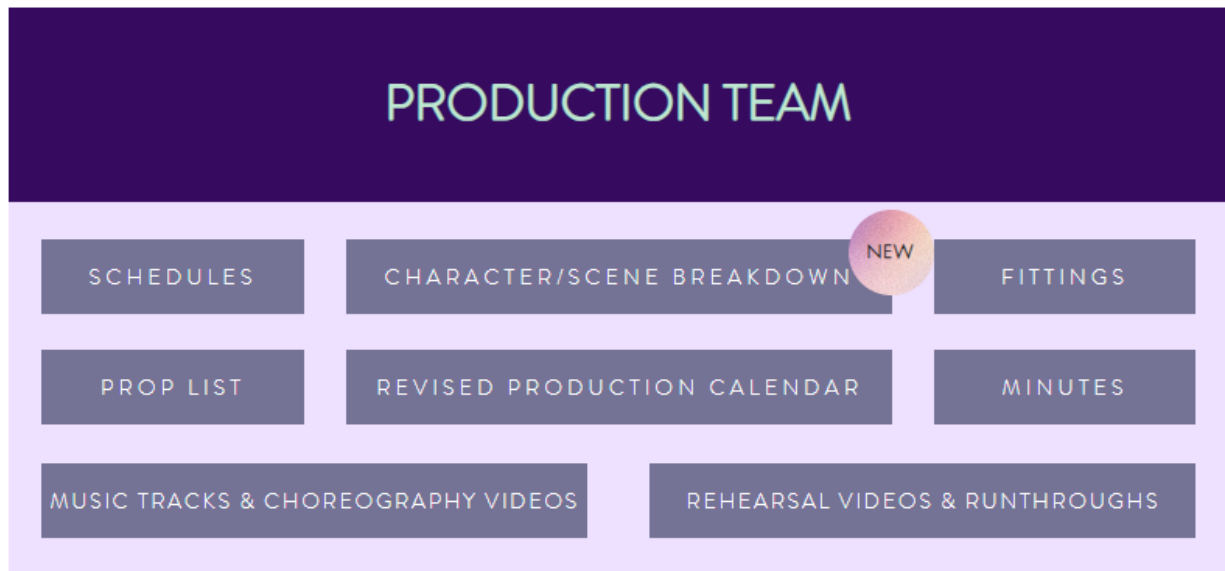
An item which has been updated is also marked NEW.



Production Team Page

On this page, some documents are posted a second time, like the character/scene breakdown. The schedule and fitting pages link to other places in this site. The minutes link to a page on the site which is hidden to keep it out of the navigation menu. The buttons for props and videos are links to Google files or folders.

Creating the little calendar for reports will take some work the first time you do it. It is a collection of buttons. But once you make it, you can save it in your Wix items and then only need to drag it into future sites and edit!



REPORTS

click on the date to access the report for that day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 21	22	23	24	25	26	27
28	29	30	31	June 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	July 1

OTHER SAMPLES TO PERUSE

<https://kreger1625.wixsite.com/dirtyrottenscoundrel>

<https://kreger1625.wixsite.com/a-christmas-carol>

<https://milne8697.wixsite.com/the-secret-in-the-wi>

<https://goetsch7061.wixsite.com/dragons-love-tacos>

<https://krishappe.wixsite.com/4ctseussical>

<https://krishappe.wixsite.com/itsawonderfullife>

<https://krishappe.wixsite.com/uwlshelovesme>

<https://hessfortben.wixsite.com/lasttraincallboard>

<https://felde3025.wixsite.com/orient-express>

<https://weston8736.wixsite.com/puffs>

<https://lkinzman.wixsite.com/uwldance>

<https://krishappe.wixsite.com/constitution>

<https://goetsch7061.wixsite.com/wemberleypemberley>

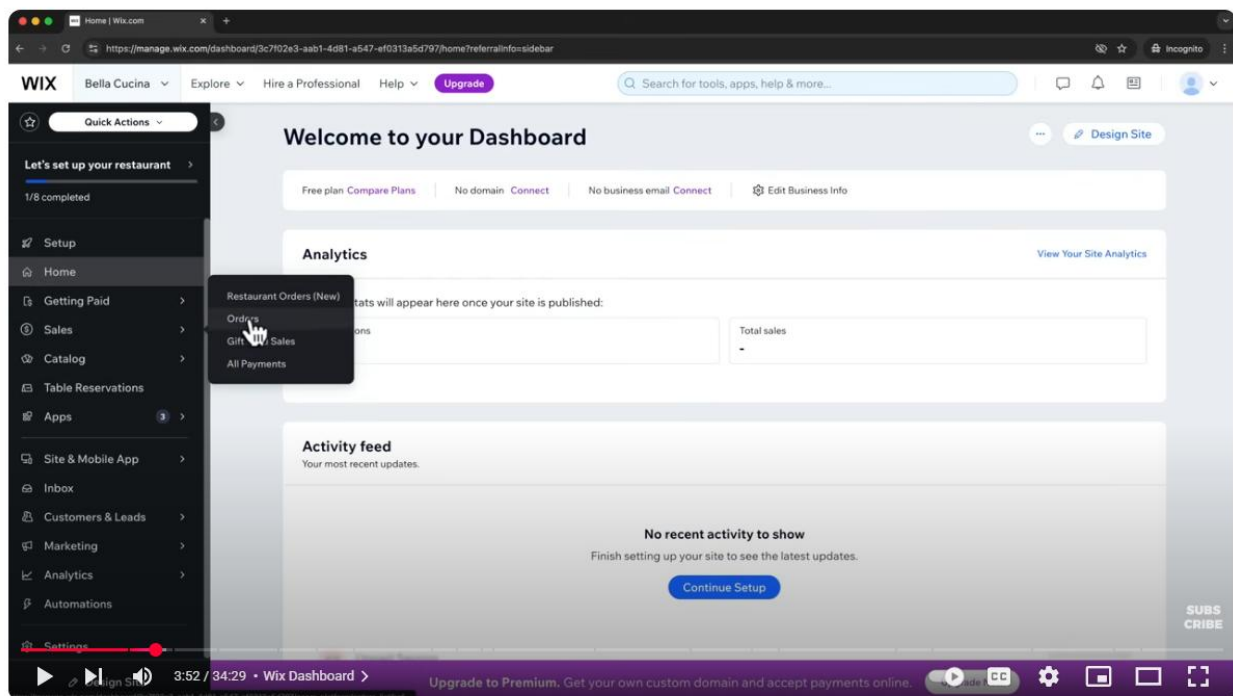
<https://weston8736.wixsite.com/muchado>

<https://millard3984.wixsite.com/lillys>

<https://goetsch7061.wixsite.com/cabaret>

GETTING STARTED WITH WIX

Tip: Avoid the AI option at all costs. It has no idea what theatre is!



Wix Website Tutorial 2025 - Complete Guide for Beginners

Video Tutorial: https://youtu.be/0EjInFSQ5C8?si=v70iu_ZKuv5tm2Fi

Or from Wix itself: <https://support.wix.com/en/article/getting-started-with-wix>